



PR/159873 | Senior Officer, Banking Operation

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1567445

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 09:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES:

- Review and process applications for loans, deposits, and guarantees
- Execute and settle derivative transactions
- Prepare and authorize operational instruction sheets and accounting entries.
- Maintain and update control sheets to ensure accurate record-keeping.
- Manage SWIFT transactions, ensuring adherence to messaging standards, regulatory requirements, and AML protocols.
- Reconcile SWIFT payments and resolve discrepancies
- Compile and submit reports to Head Office and regulatory authorities.

- Collaborate with internal departments to ensure smooth daily operations.
- Uphold compliance with internal policies, procedures, and regulatory standards.
- Identify opportunities for process improvement and implement solutions to enhance efficiency.

JOB REQUIREMENTS:

- Possess Bachelor degree in any relevant field
- At least 4 years of relevant working experience, banking industry are preferred
- Strong communication and written skills in English
- Strong organization skills and ability to take ownership and accountability of assigned tasks

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Company Description