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
March 10th, 2026 10:01

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

#LI-JACMY

#StateKL

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.my/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

Company Description