



## PR/159949 | Credit Administration, Associate

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1570771

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

January 27th, 2026 10:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### JOB RESPONSIBILITIES:

- Validate credit applications, facility agreements, and ensure compliance with internal and regulatory requirements.
- Manage and maintain credit facility documentation, including corporate guarantees and collateral operations.
- Perform post-execution administration such as due date tracking, covenant monitoring, and Head Office reporting.
- Verify accuracy of financial data and credit rating applications in line with internal procedures.
- Administer syndicated facilities, including drawdowns, renewals, interest schedules, and communication between bank, borrowers, and lenders.
- Prepare and issue operational notices and instructions related to facility operations.

JOB REQUIREMENTS:

- Bachelor degree in banking, finance, accounting or any relevant field
- Strong analytical and problem-solving skills with high attention to detail.
- At least 3 years of relevant working experience. Preferably in banking or financial industry
- Good communication and coordination skills, both written and verbal
- Proficient in Microsoft Office applications (Excel, Word, Access, PowerPoint)

#LI-JACMY

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## Company Description