



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)

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Company Description