



PR/160193 | AVP, Credit Administration

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1580476

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 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:

- Manage, oversee, and coordinate all functions and daily operations of the Loan Documentation Unit to maintain efficiency and safeguard the Bank's interests.
- Prepare and release Letters of Offer, Supplemental Letters of Offer, Letters of Notification, Redemption Statements, and other required documentation.
- Provide direction and support to the team on matters related to loan documentation, including document issuance, review, and ongoing follow-ups to track progress.
- Ensuring all terms and conditions are met and that security documents are completed within the required timeframe.
- Keep track of sinking funds, post-approval covenants, insurance renewals, and post-disbursement obligations to ensure continuous compliance.

JOB REQUIREMENTS:

- Bachelor degree in any relevant field
- At least 5 years of relevant experience in credit administration
- Strong verbal and written communication skills in English and Bahasa.

#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