



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**

April 14th, 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

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Company Description