



PR/160887 | Inside Sales

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1605598

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

- Analyze and tabulate financial accounts, including Balance Sheet and Profit & Loss (P&L) statements, ensuring accuracy and completeness to support sound business decisions.
- Assist in preparing loan quotations for customers, ensuring all terms, conditions, and details are clearly presented and accurately reflected.
- Support marketing staff in processing credit and loan applications, including system submissions, credit write-ups, Anti-Money Laundering (AML) checks, and sanction screenings.
- Prepare loan approval letters for suppliers, ensuring the terms are aligned with company policies, internal guidelines, and agreed conditions.
- Prepare offer letters for customers, clearly outlining loan conditions, requirements, and agreement details.
- Perform ad-hoc duties as assigned by management to support daily operations and overall business objectives.

Job Qualifications:

- Possess basic knowledge of accounting principles and financial documentation.
- Demonstrate strong analytical skills with the ability to review financial data and provide meaningful insights.
- Maintain a high level of accuracy and attention to detail in financial analysis, documentation, and application processing.
- Must be willing to work from the office and collaborate closely with internal teams.
- Prior experience in finance, leasing, loan administration, or related functions will be an added advantage.

#LI-JACMY

#countrymalaysia

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Company Description