



## PR/159949 | Credit Administration, Associate

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメント マレーシア

#### 求人ID

1570771

#### 業種

銀行・信託銀行・信用金庫

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2026年01月27日 10:01

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 日本語レベル

無し

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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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会社説明