



PR/160193 | AVP, Credit Administration

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

1580476

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06月23日 16:00

応募必要条件

職務経験

6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:

- 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>

会社説明