



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05月26日 18:00

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

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会社説明