

Position Title:

Credit Admin Clerk

Key responsibilities:

- Loan account servicing (Disbursement, Rollover, loan restructuring, Loan Interest Rate conversion, Loan Static Data Maintenance, Loan Redemption, and Loan Prepayment) for Corporate Loan.
- Imaging of transaction to Regional Processing Center.
- Loan Account maintenance
 - Reconcile end of day processes
 - Next day report checking
 - Handling and dispatching of advices/statements.
 - Ensure docs duly checked, authorized and signed.
- Prepare Credit report to HO for new Account
- Prepare Import and Export report

Key requirements:

- Bachelor graduate with major in Banking & Finance
- 1-2 years of experience as Bank accountant. Fresh graduated who willing to learn is also welcome
- Ability to work in a fast-paced, team-oriented environment
- Able to work under high pressure and tight deadline
- Microsoft office and English proficiency