

## ***Trade Finance Operations Officer***

### **Job Description / Responsibilities:**

- Operate transactions comply with the relevant rules and regulations and deliver all Import & Export Document examination by
- Process Import & Export Document Examination
- Process fee collection and interest as bank's announcement
- Support team for a miscellaneous task or additional assignments such as filing documents.

### **Qualifications:**

- Bachelor's Degree Major in Banking / Finance or any related field.
- 3-5 years experience of Banking Industry.
- Computer literacy (Microsoft Word, Excel, PowerPoint).
- Good command of English.