

Job Description	
Position Title	Back End Officer (Credit Card Centre)
Reporting	Manager, Credit Card Centre

Main Tasks and Duties	
1	Process and follow up on Credit Card applications
2	Conduct KYC or KYC review on new and existing customers
3	Assist in Credit Card risk control
4	Assist in daily operations for Credit Card back-office
5	Back up on other staff's duty such as system testing, settlements, data reporting as and when necessary
6	Handle other ad hoc duties like packing of credit card , monthly statements, etc
7	Any other tasks or duties assigned by Head of Department or Company from time to time

Job Requirements	
Education	Bachelor's degree or above , preferably in Banking and Finance or related discipline
Working Experience	<ol style="list-style-type: none"> 1. At least 1 to 2 years of relevant experience in similar capacity 2. Fresh graduates with relevant internship experiences may also apply
Language	<ol style="list-style-type: none"> 1. English 2. Mandarin to liaise with internal and external stakeholders
Others	<ol style="list-style-type: none"> 1. Singaporeans and Permanent Residents welcomed to apply 2. Willing to learn attitude, proactive and self-initiative