

Job Description	
Position Title	Front Desk Officer (Credit Card Centre)
Reporting	Manager, Credit Card Centre

Main Tasks and Duties	
1	Assist in the development and implementation of marketing and advertising plan
2	Consolidating, processing and analyzing of transaction data
3	Providing customer service in daily operations
4	Assist in the launch, enhancement or testing of new product and services
5	Participate in outdoor customer services and sale
6	Back up on other staff's duty such as system testing, settlements, data reporting as and when necessary
7	Handle other ad hoc duties such as survey and report on local market
8	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