

Position : Operation Officer (Remittance)**Job description****Roles & Responsibilities:**

- Prepares most aspects of day-to-day processing
 - a. Funds transfer services for Inward & Outward funds transfer transactions.
 - b. Variety of reports such as B.O.T.'s report, Por Por Ngor, ICBC Group's report
 - c. Check/Reconcile transactions report at end day to ensure the correctness recording
- Contacts and support various departments in the bank such as FX Treasury for exchange rate, Transaction Banking Department, Chinese Business and all Branches for clarification in case of discrepancies on applications and documents
- Act as the channel in providing a wide variety of information on People's Bank of China's (PBOC) rules & regulations with regards to the RMB Personal Prefixed Remittance, RMB Cross Border Payment to relevant parties
- Prepare training for branches operation staffs on international remittance knowledge as well as regulatory requirement.
- Make MT199 / MT202 via SCMS have to be finished within the working day or no late than the next working day
- Coordinate with Compliance Department to primarily verify the suspicious transaction

Required Qualifications:

- Bachelor Degree in Finance, Economic or other related fields
- 2-3 years of experience in Banking Operation
- Well Knowledge and have background in Settlement & Clearing products and procedures, foreign currency exchange and laws and regulations
- Computer skill
- Good Command in English
- Positive attitude

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