

## **Officer, Cash/Cheque/SST Management**

### **Key Responsibilities:**

- Process Local Remittance, Cheque Clearing transactions, Off-Site SST Management
- Process FAST transactions
- Perform End of Day Reconciliation of Local Remittance/Cheque Clearing/FAST
- Preparing report on a daily and monthly basis and to be submitted to related parties.
- Housekeeping/Filing documents
- Perform transaction in related systems i.e. BDS, AS400, OBS, NBC System etc.
- Other task/project as assigned.

### **Knowledge Skills and Experience:**

- A bachelor degree in Business or Account/Finance & Banking and other related fields;
- 2 years of related experience in local remittance and back office functions;
- Knowledge about NBC's requirement;
- Self-motivated, flexible and proactive;
- Good at problem solving and negotiation skill with all levels;
- Good interpersonal and communication skills;
- Good English both writing and speaking;
- Good at computer skills (Ms. Office, internet/email);
- Able to work under pressure, able to stay late at night, work in team, a fast learner.

### **How to apply:**

Please submit your application via email: [careers.kh@cimb.com](mailto:careers.kh@cimb.com)

Or call us at 081 240 333