

## Senior Associate/Associate, Senior Trade Ops Officer, Technology & Operations, DBS Vietnam HCMC

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Company: DBS Bank

Location: Vietnam

Category: life-physical-and-social-science

### Business Function

Group Technology and Operations (T&O) enables and empowers the bank with an efficient, nimble and resilient infrastructure through a strategic focus on productivity, quality & control, technology, people capability and innovation. In Group T&O, we manage the majority of the Bank's operational processes and inspire to delight our business partners through our multiple banking delivery channels.

### Job Purpose

To handle Trade Ops and Loan Ops related transactions and activities timely, accurately and in compliance with established regulations & control procedures as checker role.

To support Team Lead in monitoring and handling daily processing activities within Trade and Loan Ops area and function as a leave cover for Team Lead.

### Responsibilities

To check Trade documents complied with bank policy, guidelines, SOP and International practices (UCP600; ISBP745/821; URR725; URDG758, ISP98, ).

To check trade and loan transactions: handle pre-processing tasks at location until transactions completed as per SLA including but not limited to checking and verification of application and supporting documents.

To check trade and loan transactions: post-disbursement handling including but not limited to booking (where applicable), follow-up with documents, reportings as per SOP/ SLA.

To ensure completion of reports e.g daily Trade Ops and Loan Ops reports, reconciliation, regional HO reports and regulatory reports etc. are submitted timely and accurately.

To ensure all daily transactions are timely and accurately processed and captured in systems. Report discrepancies, if any, to supervisor promptly.

To maintain filing documents properly.

To perform assigned projects, system enhancements, new product, initiatives, process improvements.

To apply quality services to clients.

To support and back-up for staff within team ensuring good team-work and collaboration culture.

To contribute and collaborate with team on ideas, initiatives and support for improvement of process, update policies, guidelines and other improvements.

To perform other duties as assigned by Manager/Head from time to time.

#### (1) Key Accountabilities

To handle and ensure Trade Ops and Loan Ops's transactions are checked and executed accurately, within the established SLA and comply with group policies, standards, guidelines and SOPs, and comply local regulations.

To perform reports of Trade Ops and Loan Ops to HO and local regulatory authorities are submitted timely.

To participate in projects related to Trade/Loan operations.

To support Team Lead of Trade Ops/Head of Operation to handle daily processing, improve process efficiency, process improvement, training and development.

#### **Requirements**

Minimum 6 years' experience in Trade/Loan and Operations.

Knowledge of payments and settlements operations, SWIFT and local regulatory requirements on payment and FX related transactions.

Good interpersonal and communication skills.

Manage relationship with customers well.

Conversant with desktop applications & Excel.

### **Apply Now**

We offer a competitive salary and benefits package and the professional advantages of a dynamic environment that supports your development and recognises your achievements.

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