Career Opportunities at CIMB Group
1. **Scope:** Transaction Banking Malaysia  
**Job Function:** Fulfillment Officer

**Job Responsibilities:**
- Process Cash Management products’ applications and maintenance requests within SLA  
- Assist Project Manager in running a project improvement initiative for our corporate internet banking platform  
- Manage and execute all pre-planned activities and ensure that the exercise is completed within stipulated time. Some of the major activities include:
  - Upgrading customers over to the new application and perform health check to ensure customers are fine using the new platform  
  - To follow up and liaise with customers when necessary  
  - Responsible for pre and post activities after each execution  
  - Co-ordinate communications to relevant parties  
  - Prepare various MIS reporting  
- Perform administrative functions (application processing, maintenance request, documents filling, etc)  
- Job Requirements:  
  - Candidate(s) should have minimum qualification of Diploma in Business Admin/Business IT or equivalent  
  - Fresh graduates are encouraged to apply  
  - Able to work under minimal supervision and meet project timeline  
  - Excellent written and interpersonal communication skills  
  - Proficient in MS Excel  
  - Independent and self-motivated  
  - Strong team player with an attitude for success  
  - For more info, please click [HERE](#).

2. **Scope:** Transaction Banking Malaysia  
**Job Function:** Implementation Officer

**Job Description**
- Involve in cash management products’ system set up and able to guide customer step by step on the system set up accordingly. Manage to conduct cash management products’ training to customers  
- Prepare documentation such as user training guide, reporting and etc.  
- Deliver quality service to the corporate customers  
- Timely delivery on the job assigned. Ensure implementation within the defined turnaround time. Liaison between customer and internal team to provide the resolution to customer  
- Manage and execute all pre-planned activities and ensure that the exercise is completed within stipulated time. Some of the major activities include:
  - Conduct x number of customer training within pre-determined timeline  
  - To follow up on issues or inquiry with customers after the training if any  
  - Provide promptly status update to project manager / team leader on the job assigned.  
- Requirements  
  - Candidate(s) should have minimum qualification of Diploma in business, banking, finance, information technology or equivalent  
  - Fresh graduates are encouraged to apply  
  - Willing to travel locally and nationwide  
  - Excellent written and interpersonal communication skills  
  - Independent and self-motivated  
  - Strong team player with an attitude for success  
  - For more info, please click [HERE](#).

Candidates who are interested are welcomed to drop an email with their resume attached to Ms. Stephanie Wong at stephanie.wong@cimb.com. Please include “Application for Transaction Banking – Fulfillment Officer” in the subject matter

Only shortlisted candidates will be notified.