



<https://fintechnews.sg/job/assistant-manager-trade-operations-at-hl-bank-singapore/>

Assistant Manager, Trade Operations

Responsibilities

- Process trade-related transactions (e.g. import and export bills, issuance of SBLCs, Bankers' Guarantees) accurately & timely, and ensure compliance with established SOPs, controls and regulations.
- Monitor and ensure that trade transactions are processed within clients' approved limits / facilities.
- Review and check all documentation relating to trade operations, i.e. ensure all transactions processed are properly recorded/authorized and required documentations are obtained for audit purposes.
- Review daily/monthly trade finance exposure reports and ensure that all exceptions highlighted in the reports are addressed timely.
- Conduct due diligence checks for Trade Finance transactions.
- Perform reconciliation of outstanding Nostro items / suspense account.
- Prepare routine and ad-hoc reports accurately and meet the submission deadlines.
- Streamline and improve current work process to achieve work efficiency.

Qualifications

- A recognised Degree, preferably in Banking & Finance, Business Management or equivalent.
- Minimum 5 years of relevant work experience, in a Bank or Fintech environment.
- Possess a good understanding of the banking landscape, banking products and processes.
- Able to multi-task and drive desired outcomes with tight timelines.
- Good stakeholder and project management skills.
- Excellent interpersonal and written skills.

Hiring organization

HL Bank Singapore

Employment Type

Full-time

Job Location

Singapore, Singapore

Date posted

April 14, 2022

APPLY