



## JOB DESCRIPTION

### POSITION

Remittance Officer

### REQUIREMENTS

- F. 5 graduate or above
- Preferable 1-5 years' experience in remittance department in the banking industry.
- Fresh graduates are also welcome.
- Hands on experience in MS Words & Excel
- Must have strong command in English & Hindi /Urdu/ Punjabi.

### RESPONSIBILITIES

- Support Daily Operations of Remittance.
- Process and input Remittance, CHATS transactions and SWIFT messages.
- Handle Remittance Related queries from Customers / Clients.
- Analysis Customer / Client transaction pattern and Report to immediate Supervisor as assigned by the Company.
- Report funding requirements for Nostro / Bank Accounts to immediate Supervisor as assigned by the Company.
- Accomplish tasks within time limit and complete other tasks assigned by Superiors.
- Prepare and post Accounting vouchers/ Accounting entries.
- Perform day-end reconciliation for Bank Account & Client Accounts Handled.
- Report promptly to superiors for any irregularity

Kindly send your resume with cover letter stating current and expected salary to:  
RM 226-227, Hankow Centre,  
5-15 Hankow Road, Tsim Sha Tsui,  
Kowloon, Hong Kong

or

Email to: [info@gecl.com.hk](mailto:info@gecl.com.hk)

All personal data collected shall only be used for recruitment purpose.