



In line with our regional growth, we are looking for dedicated and passionate individuals to fill the position of: -

Associate – Reconciliation & Settlement (Permanent) (GHL - Bandar Sri Damansara)

Job Responsibilities:

- Monitoring merchant reconciliation and settlement on eDebit and Credit Card transactions for various banks and merchants.
- Liaising with banks and merchants relating merchant reconciliation and settlement matters.
- Monitoring the journal reports generated from the system and to ensure merchant payable, clearing account and etc correctly post into accounting system.
- Assist in credit refund, fee waiver request.
- Monitoring fund transfer from bank to bank for settlement purposes.
- Assist in solving merchant problems especially for payment queries, monthly statement and tax invoice.
- Assist in any ad-hoc tasks assigned by immediate superior as and when is required.

Job Requirements:

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- Liaising with Banks and Merchants relating Merchant Reconciliation and Settlement matters.
- Monitoring the Journal reports generated from the System – to ensure Merchant Payable, Clearing Account, etc. correctly post into accounting system.
- Assist in credit refund, fee waiver request.
- Monitoring fund transfer from bank to bank for settlement purposes.
- Solve merchant problems especially payment queries, monthly statement and tax invoice.
- Good command of English, Bahasa Malaysia and Chinese.
- Able to work independently and work beyond regular working hours if required to do so in meeting deadlines and objectives.
- Able to handle and manage work related pressure.
- Good communication skills and computer literature, especially in Microsoft Excel.
- Working location: Kepong Bandar Sri Damansara, Kuala Lumpur.



GHL the ASEAN payment people



Education Requirements:

- Professional Certificates / Diploma / Degree in Finance / Accountancy, Business Studies / Administration / Management or equivalent.

Interested candidates are encouraged to apply, please fax or email your applications (with cover letter, updated resume, certificates / relevant documents and 1 recent passport-sized photograph) to:

GHL SYSTEMS BERHAD (293040-D)

Human Resources Department

No. C-G-15, Block C, Jalan Dataran SD1,
Dataran SD, PJU 9, Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia.

Tel: 03-6286 3388

Fax: 03-6280 2999

Email Address: hr@ghl.com

Website: www.ghl.com

***Please be informed that only shortlisted candidates will be notified.**

