



JOB DESCRIPTION

POSTION BASIC INFORMATION	
Job title	Executive, Japanese Desk & Coordinator
Department	CEO's Office
Job grade/level	Executive/senior
Work location	Vientiane HQ
Report to	Unit Head, Japanese Desk & Coordinator
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">• Customer Visit => New sales, existing customer sales, and store visits are all combined.• Individual requests from customers via email or Whats app (Fund Transfer, Exchange, etc.)• Inquiries (domestic financial situation, individual case, exchange rate confirmation, company introduction, etc.)• New business partners are not limited to Japanese companies, but are also expanding to Lao and Taiwanese companies related to Japanese companies.• Develop the marketing and sale strategies of the department with a focus on growing the business volumes, Duties assigned from DCEO• Creation of Japanese translation materials• Japanese corporate loan• Japan desk staff training• Other Bank Financial Statement Research• Other Bank Interest Rate Situation Research• In-line spot duties (Core banking related, Procedure creation, etc.)• External spot duties (Holding joint events with JICA, etc.)• Webinar participation	
QUALIFICATIONS	
<ul style="list-style-type: none">• Bachelor's degree or higher in banking, Finance, Accounting, Economics or related fields. MBA degree will be considered a plus Japanese skills• A minimum of 3-6 years' Experience at management level and strong background in Relationship Management both cooperate banking and financial institution• Strong leadership skill with ability to provide coaching and guidance to the team• Self-motivated, flexible, mature and articulate in speech and presentation• Strong analysis minutes of Board Meeting (English, Japanese)• Innovative and result- oriented• Strategic leadership skills with demonstrated ability to drive a business objective• Fluency in Japanese and English	

Note: This JD has been updated as on the xxx xxx xxx and is meant as a guide. It is subject to reviews and adjustments as deemed necessary for MJBL's strategic & business requirement.