



OMBUDSMAN FOR FINANCIAL SERVICES
OMBUDSMAN PERKHIDMATAN KEWANGAN

CLERICAL OFFICER

RESPONSIBILITIES

- To assist and support the dispute resolution team in handling correspondence and/or inquiries related to disputes referred to Ombudsman for Financial Services.

MINIMUM JOB QUALIFICATIONS

- Qualified with a minimum education level of Sijil Pelajaran Malaysia (SPM)
- Preferably with at least 1 year of work experience.

OTHER REQUIREMENTS

- Good interpersonal and communication skills
- Good command of written and spoken English and Bahasa Malaysia
- Must be computer literate and well versed with Microsoft Office (Word, Excel, & PPT).
- Able to work independently and efficiently
- Able to multi-task in a dynamic environment
- Dynamic, pro-active and enthusiastic

REMUNERATION

- Salary is negotiable

BENEFITS & PERKS

- Group Hospitalisation Scheme
- Group Personal Accident
- Medical Benefits

Submit your resume by **15 December 2023** to career@ofs.org.my

OMBUDSMAN FOR FINANCIAL SERVICES (OFS)

Tel: **603 2272 2811** | Web: ofs.org.my

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