



Job Description

Position	Manager
Department	MyDebit
Division	Card Services

SUMMARY OF RESPONSIBILITIES

The Manager supports the Head of Department to engage with new and existing partners i.e. MyDebit participants (issuers, acquirers and third-party acquirers), merchants, Government Agencies and SMEs to promote MyDebit usage and expand its acceptance footprint. Key responsibilities include:

- Develop business by identifying opportunities, promote MyDebit and other PayNet services to potential partners and maintain a good working relationship with existing and new business partners; and
- Proactively promote MyDebit services amongst targeted stakeholders

KEY AREAS OF RESPONSIBILITIES

1. Assist Head of Department to identify potential key merchants by convincing them on the benefits of accepting MyDebit with marketing incentive support and to ensure MyDebit "Default Routing" for co-badged debit card is adopted and maintained
2. Preparation of sales presentation deck for engagement with targeted merchants and to follow-up on action items after new business deals are closed
3. Respond to tactics of competing with international debit card schemes to migrate traffic away from MyDebit with action plans for execution and business propagation
4. Follow-up on action items after new business deals are closed by coordinating requirements and resources; adherence to the agreed business terms and ensure business and operations requirements are met
5. Involve in strategic discussion to develop effective marketing, promotions and communication strategies, including ability to prepare and manage the product awareness campaign assigned
6. Implement and manage marketing programs, educating consumers / merchants and gain acceptance on new and enhanced MyDebit service, if any
7. Assist in devising pricing strategy and carry out research and market survey
8. Able to prepare and carry out research/market survey for opportunities, challenges, risks and treats assigned.
9. Assist the Head of Department in ensuring the implementation of new projects have been properly evaluated and reviewed prior to presentation to the Management Committee and Board of Directors for approval.
10. Assist in preparing business strategies papers and relevant reports to the Management Committee and Board of Directors
11. Assist in the achievement of the Department's KPIs' or goals
12. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations

13. Maintain the Business Development databases and provides updates during scheduled meetings for information and input by other team members
14. Protects organization's value by keeping information confidential
15. Build and enhance business relationship with MyDebit participants, merchant partners and Government Agencies and to provide continuous business support to them by adhering to the agreed requirements in the service level agreements.
16. Support engagement activities with other internal stakeholders, potential merchant partners and Government Agencies

QUALIFICATIONS

Minimum Qualifications

- Degree in business/ finance/ banking/ marketing field
- At least 5 years of working experience in merchant or acquiring business with a bank or a non-bank. Related experience in managing relationship with merchants is an added advantage
- Strong interpersonal and communications skill (both verbal and written) in English, Bahasa Malaysia and other languages

Additional Requirements

- Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Market Knowledge, Presentation Skills, Meeting Sales Goals, Professionalism
- Exposure in merchant acquiring business environment
- Strong computer literacy skills – Microsoft Word, Excel, Power Point.
- Good relationship with payment card industry players, including international card schemes or e-wallet operators
- Ability to prioritise, organize and co-ordinate tasks with minimum supervision.
- Energetic and independent person with excellent organizational skill
- Demonstrate leadership competencies such as teamwork, creative problem-solving, flexibility, results-driven, interpersonal skills, negotiation.