

Junior Assistant ((Dispute, Chargeback and Settlement Department)

(Male/Female) (1) Post

Job Description

- Assist in maintaining and organizing dispute, chargeback, and settlement records.
- Support the processing of dispute and chargeback cases by compiling and verifying documentation.
- Update dispute portal records and ensure data accuracy.
- Assist in downloading, organizing, and reconciling settlement files.
- Perform data entry, document filing, and administrative support activities.
- Respond to routine operational inquiries and communications.
- Follow up with stakeholders to obtain required documents and information.
- Support report preparation by collecting and organizing operational data.
- Maintain confidentiality and proper handling of operational information and records.
- Perform other duties assigned by supervisors and management.

Job Specification

- Bachelor degree and more prefer 1 year of experience in Banking field.
- Under 25 Years.
- Basic understanding of financial systems or willingness to learn payment processes and chargeback workflows.
- Strong administrative skills, including data entry, documentation, and record-keeping.
- Good communication and ability to work under supervision in a structured environment.
- Proficiency in Mail & Microsoft Office (Excel, Word) is an advantage.

Benefits:

- Meal and Transportation Allowance
- Organizational Refreshments
- Opportunity to learn new skills on the job
- Annual Bonus / Provident Fund

Working Hours:

- 9:00 AM – 5:00 PM
- Off days: Saturday, Sunday, and public holidays

If you are interested in this position, please contact us at this email (mpuadmin@mpu.com.mm) before 8 September 2026.

