

BE A PART OF THE ONLY EUROPEAN BANK IN CAMBODIA



Position: Credit Admin Officer

Location: Head Office

Key Responsibilities:

- Assist in preparation with facility letters and security documentation taking into account security and legal considerations.
- Assist in liaison with external professional lawyers for the implementation & completion of lending related activities.
- Set-up and maintenance of credit facilities within the core banking system.
- Safe keeping of security document including hard title.
- Assist in administrative functions of the department.
- To ensure registration of collateral complied with regulatory and bank's policy, safely keep all legal documents.
- Monitor expiry date of facilities and fire insurance policy.

Required Education & Experience :

- Minimum Bachelor Degree
- Experience in preparing security documents for Retail Loan for at least 2 years.
- Well understanding of loan system at least 2 years.
- Good computer skills
- Fluent English (writing and speaking).
- Familiar with local law, banking regulations and practices.
- French language is a plus.

Required Competencies:

- Customer and detail oriented.
- Integrity and rigor
- Effective communication & good interpersonal skill.
- Autonomous and pro-active.
- Quick learner.

How to apply:

Interested candidates is welcomed to send your last updated resume, a copy of Cambodian ID card and a recent passport size (4x6) photograph to the following:

BRED Bank (Cambodia) Plc.

No. 30, Preah Norodom Boulevard Sangkat Phsar Thmey 3, Khan Daun Penh, Phnom Penh.

Or email us at hr@bredcambodia.com

Deadline:

26-September-20 For additional information, please visit: www.bredcambodia.com

(All applications will be treated in strict confidentiality)

ABOUT BRED BANK CAMBODIA:

BRED Bank Cambodia is a subsidiary of BRED Banque Populaire, a member of the BPCE Group, the 2nd largest banking group in France, serving more than 31.2 million customers, employing more than 100,000 people worldwide, and counting 9 million cooperative shareholders. Our objective is to close a gap and offer Cambodian people a trustful interlocutor with who to talk freely about their projects and ambitions. What matters to us is how we can serve you and hope you grow. Start with BRED. Grow with BRED. For more information visit www.bredcambodia.com

ADDRESS: #30, Preah Norodom Boulevard Sangkat Phsar Thmey 3, Khan Daun Penh, Phnom Penh

OPERATING HOURS: Open 7/7 from Monday to Sunday: 8:00am - 8:00pm