

# WE'RE HIRING!

Position: **CREDIT ADMINISTRATION OFFICER**

Location: **HEAD OFFICE**

**BRED**  
BANK

CAMBODIA

**The smarter way to bank.**



**Join the smarter banking team.**

## **Key Responsibilities:**

- Assist in the preparation of facility letters and security documentation, taking into account security and legal considerations
- Liaise with external professional lawyers for the implementation and completion of lending-related activities
- Set-up and maintain credit facilities within the core banking system
- Ensure the safe-keeping of security documents, including hard titles
- Assist in the administrative functions of the department
- Ensure that the registration of collateral complies with all regulatory and internal policies covering the safe keeping of all legal documents
- Monitor the expiry dates of all facilities and relevant insurance policies

## **Required Education & Experience :**

- Bachelor Degree or above
- At least two years' experience of preparing security documents for retail loans
- At least two years' understanding of loan systems
- Good computer skills
- Familiar with local law, banking regulations and practices
- Fluent written and spoken English
- An understanding of French language would be a bonus

## **Required Competencies:**

- Customer and detail oriented
- Integrity and rigor
- Effective communications and good interpersonal skills
- Autonomous and proactive
- Quick learner

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## **How to apply:**

Please send your last updated resume, a copy of your Cambodian ID card and a recent passport size photograph to 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](mailto:hr@bredcambodia.com)

## **Deadline:**

Applications must be received by 10 December 2020. For additional information, please visit: [www.bredcambodia.com](http://www.bredcambodia.com). **All applications will be treated with the strictest confidentiality.**