

WE'RE HIRING!

Position: **CREDIT ADMINISTRATION
OFFICER-RETAIL BANKING**

Location: **HEAD OFFICE BRANCH**



BRED
BANK

CAMBODIA

**The smarter
way to bank.**

Join the smarter banking team.

Key responsibilities

- Prepare Loan Agreements.
- Liaise with Relationship Manager/Assistant Relationship Manager to obtain customer's legal documents to process with the loan agreements
- Liaise with external lawyers for the implementation & completion of lending related activities
- Prepare Disbursement Checklist
- Process Loan Disbursement in Core Banking System
- Prepare Loan Settlement Letter
- Perform loan settlement in System

Required education and experience

- Minimum Bachelor Degree
- Experience in preparing loan agreement for retail or SME (Small and Medium Enterprises) for at least 2 years
- Well understanding of loan system at least 2 years
- Good computer skills
- Fluent English
- Candidate with legal knowledge is a plus
- French language is a plus

Required competencies

- Pay attention to detail
- Effective communication & good interpersonal skill
- Integrity
- Proactive
- Quick learner

How to apply

Please send your up-to-date resumé, a copy of your Cambodian ID card and a recent passport size (4x6) photograph to: BRED Bank (Cambodia) Plc. No. 30, Preah Norodom Boulevard Sangkat Phsar Thmey 3, Khan Daun Penh, Phnom Penh. Alternatively, email hr@bredcambodia.com.

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Deadline

02 March 2021. For additional information, please visit: www.bredcambodia.com
(All applications will be treated with the strictest confidentiality.)