

WE'RE HIRING!

Position: **JUNIOR CREDIT
ADMINISTRATION OFFICER**

Location: **HEAD OFFICE BRANCH**

BRED
BANK

CAMBODIA

**The smarter
way to bank.**



Join the smarter banking team.

Key responsibilities

- Prepare all credit filing following the filing checklist on a timely manner
- Prepare all E-Filing following the filing checklist on a timely manner
- Prepare all Sealing Envelop for safe keeping of Original document (Hard Title Deeds, Car Key, Vehicle registration cards, and Letter of Offer, Hypothec Agreement, Loan Consumption and application to land office, etc). Ensure the filing is completely done within 4 weeks after disbursement
- Assist Credit Admin Officer in copying, scanning and other administrative jobs as required.
- Manage the filing: Ensure the file is kept by order, be responsible to bring the files for relevant stakeholders (auditor, internal control, credit analyst, Relationship Manager, etc) and keep back the file

Required education and experience

- Fresh graduate without experience
- Good computer skills
- Good English (writing and speaking)

Required competencies

- Pay attention to detail
- Good communication
- 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.

Deadline

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