

# WE'RE HIRING!

Position: **SENIOR CREDIT  
ADMINISTRATION OFFICER  
COMMERCIAL BANKING**

Location: **HEAD OFFICE BRANCH**



**BRED**  
BANK

CAMBODIA

**The smarter  
way to bank.**

**Join the smarter banking team.**

## Key responsibilities

- Prepare Loan Agreements for commercial loan and ensure on time completion
- Liaise with stakeholders to ensure the cases are properly prepared and execute
- Liaising with external lawyers for the implementation & completion of lending related activities
- Ensure the completeness of Disbursement Checklist before processing in system
- Process loan disbursement in core banking system
- Be responsible for renewal insurance of Commercial Segment
- Be responsible for first level control file checking
- Be responsible in credit file preparation for auditor
- Be Responsible for trade loan processing

## Required education and experience

- Minimum Bachelor Degree
- Experience in preparing loan agreement for Commercial Loan for at least 4 years
- Well understanding of loan system at least 4 years
- Experience in managing people
- Good computer skills
- Fluent English
- Candidate with legal knowledge is a plus
- French language is a plus

## 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](mailto:hr@bredcambodia.com).

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## **Deadline**

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