

Job Description

Position:	Officer, Lending Process
Department:	Operations
Reporting to:	Manager, Credit Admin
Location:	Headquarter

I. Duties and Responsibilities

- Supports the sales teams at HQ by coordinating with the relevant parties for loan disbursement with efficiency and accurately.
- Responsible for loan disbursement to loan writer/relationship manager.
- Check and prepare legal documents for loan disbursement.
- Support requested by loan writer/relationship manager/Department at HQ.
- Daily tracking the loan disbursement and collateral.
- Responsible the collaterals /loan contract to secure properly in strong room.
- Other tasks assigned by line manager.

II. Qualification

- Hold bachelor's degree Accounting, Finance and Banking, or other related fields.
- Having experience of relevant job at least 1 years' experience.
- Skilful writing and communication for Khmer and English.
- Have good interpersonal skill, proactive, and problem solving.
- Be honest, high commitment, and flexible.
- Good Ms. Application: Word and Excel.