

Job Description

| | |
|---------------|---|
| Position: | Assistant Relationship Manager, Mortgage |
| Department: | Business and Consumer Banking |
| Reporting to: | Senior Relationship Manager, Mortgage |
| Location: | Headquarter |

I. Duties and Responsibilities

- Take full responsibilities for all mortgage project loan from Business partner/Developer.
- Ensure the loan files management is followed the procedure and guideline.
- Screen and check submitted loan's documents from Branches and HQ.
- First level credit assessment by prepare credit memo for submit to credit approvers.
- Properly communicate the schedule appointment with customer for disbursement.
- Ensure mortgage loan service is well delivered and good service
- Assist any Bank's campaign as needed.
- Coordinate, propose and solve any issue of mortgage loan process.
- Produce and prepare CBC report checking.
- Keep follow up existing mortgage projected customers for repayment.
- Update and produce the required reports properly and on timely for management.
- Other tasks/project as assigned.

II. Qualification

- Bachelor Degree in business or other related field.
- Sound understanding of credit underwriting.
- Candidates with strong commitment and teamwork,
- Able in English in written and spoken.
- Good Organization.
- Detail Oriented skill.
- Good credit assessment skill.
- Confident, communication skills with related person and customers.