

Job Title : Credit Administration Officer

OVERALL PURPOSE:

- ◆ Responsible for prospecting, convincing customer to apply for retail trading products like micro credit, personal OD/TL, housing, car credit cards and other retail products.
- ◆ Assisting customers with their loan applications, providing product and financial advice, and ensuring that loan processing is completed accurately and efficiently.
- ◆ Tracking and pursuing for customer acceptance post approval and facilitating loans disbursements.

RESPONSIBILITIES:

- ◆ Assist customers in completing loan applications and provide guidance on the loan process.
- ◆ Evaluate loan applications and make recommendations based on creditworthiness and financial standing
- ◆ Conduct credit checks and verify financial information provided by customers
- ◆ Negotiate loan terms and conditions with customers
- ◆ Ensure all loan documentation is accurate and complete
- ◆ Collaborate with other departments to ensure timely processing of loans
- ◆ Maintain accurate records of all loan transaction
- ◆ Provide excellent customer service to all clients and answer any questions they may have
- ◆ Meet or exceed monthly loan origination targets
- ◆ Support the credit operations and credit admin functions of the branch when required.
- ◆ Support other Branch sales activities and provide referrals for other colleagues in the bank

QUALIFICATIONS REQUIREMENTS:

- ◆ Bachelor's degree in finance, business administration, or related field
- ◆ At least 2 years of experience in retail banking or a similar role
- ◆ Strong knowledge of banking products and services
- ◆ Proficient in Microsoft Office Suite and loan processing software
- ◆ Excellent communication and interpersonal skills
- ◆ Ability to work under pressure and meet targets.
- ◆ Attention to detail and accuracy
- ◆ Ability to work independently as well as part of a team

Contact Info:

Email: career@vattanacbank.com

Phone Number: 076 888 4343

Telegram: https://t.me/Sokroun_Bun