

**Job Title : Officer, Collections and Recovery**

**RESPONSIBILITIES:**

- ◆ Weekly loan portfolio ageing report and work with relevant departments
- ◆ Weekly early remedial team performance report to track and report branch and/or collection productivity.
- ◆ Phone call follow-up and face-to-face meetings with overdue customer, if required
- ◆ Prepare all relevant reports weekly, monthly as well as annually based on requirement of managements.
- ◆ Assist to arrange meetings with branches weekly or monthly to discuss all status loan such NPL customers and documents support timely.
- ◆ Manage documents of default customers and make a sit visits to all default customers
- ◆ Identify bad loans and propose to write off or other reports.
- ◆ Initiate to develop overdue management tools.
- ◆ Fully work in the supporting function of collections and recovery as well as paper works
- ◆ Perform other tasks assigned by direct supervisor.

**QUALIFICATIONS REQUIREMENTS:**

- ◆ Bachelor's degree in banking and finance, law, business, or related fields
- ◆ >2 years' experience related to the loan collections and recovery function.
- ◆ Good writing in English
- ◆ Well communication and good negotiation.
- ◆ Honesty and integrity behavior
- ◆ Team building engagement.
- ◆ Ms. Words and Excel required

Contact Info:

Email: [career@vattanacbank.com](mailto:career@vattanacbank.com)

Phone Number: 012 972 682