

Job Title : Officer, Loan Collection

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 meeting 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
- ◆ Identify bad loans and propose to write off or other reports
- ◆ Initiate to develop overdue management tools
- ◆ Fully work in the supporting function of collection as well as paper works
- ◆ Perform other tasks assigned by direct supervisor.

REQUIREMENTS

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

Contact Info:

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