

Job Title : Assistant Manager, Loan Collection

RESPONSIBILITIES:

- ◆ Review accounts overdue and take proper action with branches in a timely manner.
- ◆ Call and home visit and face to face meeting with overdue customer daily
- ◆ Solving customer problems and facilitating branches.
- ◆ Timely meeting with overdue customers to find proper solution and remediation.
- ◆ Follow up actions and documentation.
- ◆ Facilitate with branches or relevant partners in term of solving problems.
- ◆ Write-off accounts and recovery status report
- ◆ Do general approach related to overdue position timely with branch and customers such mission to visit branches/meeting with customers.
- ◆ Well perform and manage in good quality and reducing NPL rate daily.
- ◆ Work with legal team in case of any assistance
- ◆ Support and assist branch to solve problem.
- ◆ Assist to develop and revise credit collection guideline and any related collection documents
- ◆ NPL management, planning and reporting
- ◆ Like travelling to branches and meet customer in person and work with local authorities as well as branch team
- ◆ Join related programs in terms of collection improvement.
- ◆ Perform other tasks assigned by direct supervisor and/or head of department.

REQUIREMENTS

- ◆ Bachelor's degree in banking and finance, law, business or related fields
- ◆ >3 years' experience related to the loan collection function
- ◆ Good writing in English
- ◆ Effective communication and excellent negotiation skills
- ◆ Honesty and integrity behavior
- ◆ Team building engagement
- ◆ Ms. Words and Excel required.

Contact Info:

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