



សាថាប៉ាណា ធនាគារ
SATHAPANA BANK

Assistant, Legal Documentation

Based in Phnom Penh.

Responsibilities

- Prepare legal document for both Commercial, Large SME, Retail and SME and Retail loan by ensuring that proper approval has been obtained and required documents are in place prior to execute legal doc and another required document
- Prepare other documents addendum, settlement letter and collateral withdrawal
- Review credit related request from branch and circulate for approval from management
- Ensure all credit admin related operations are complied with all related regulation and policy
- Ensure all related document template and operations process flow is updated and revised to support on transformation initiative
- Assist the business team to deliver program to achieve the shared goals
- Perform other duties as required by line manager

Qualifications

- Bachelor's degree in Business Administration, Management, Accounting, Finance and Banking, or other related fields
- At least 1 year of working experience in credit and good knowledge of banking operations including bank products and services
- Ability to enter data/information on a computer with speed and accuracy
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>