



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Assistant, Credit Administration

Based in Phnom Penh, Cambodia.

Responsibilities

- Performing credit related transactions in core banking including but not limited to loan disbursement and settlement (Extra Payment and Pay-off) by ensuring that proper approval has been obtained and required documents are in place prior to performing the transaction
- Provide technical support to branches on credit matters related to administration and system input
- Review credit related request from branch and circulate for approval from management
- Ensure the safe custody and control of Collateral and other security loan documents
- Ensure proper housekeeping and controlling of credit files
- 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 Administration and good knowledge of banking operations including bank products and services
- 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/>