



## Employment Opportunity

\*\*\*\*\*

Cathay United Bank is an equal opportunity employer. We're focused on attracting and retaining the best talent to our organization. Cathay United Bank is a great place to be because we have leading edge strategies that offer employees a vision of the future and chance to be involved. Currently, we are looking for potential candidates to fill in below role.

### Credit Administration

#### Location: Head Office

#### Minimum Requirements:

- Holding Bachelor Degree in Law, Banking and Finance, Accounting, English or equivalent
- Master Degree or pursuing Master Degree in related field is an advantage
- Good analytical and interpersonal skills with detail oriented personality
- Good command of English both spoken and written, knowledge of Chinese is a plus
- Possess a positive attitude, mature, highly initiative and a self-starter
- A good team player who is able to work independently

#### Key Responsibilities:

- To prepare loan agreement for new and extended customer and ensure it is signed and stamped and all required documents are fulfilled
- To ensure all documentations are in order before loan disbursement
- To monitor loans repayment and call on customers for payment and follow-up on promises made
- To prepare loan outstanding confirmation letter
- To prepare Registration Request Form to Land Office or related authority and ensure the accurate and efficient preparation of mortgage related documentation
- To ensure the pledged Title Deeds are kept safely in Bank vault
- To prepare loan report and ensure accuracy of reports before submission to NBC, Auditor and Management

**Closing date: 31 January 2018**

### How to apply

If you are interested in an exciting career with us and consider joining our dynamic team, we welcome your application! Your CV shall submit to:

**Cathay United Bank (Cambodia) Co. Ltd.**

**Human Resources Department**

**68 Samdech Pan Street (St.214) Khan Daun Penh, Phnom Penh, Cambodia**

**Tel : (855) 23 211 211**

Or Email to: [hr@cathaybk.com.kh](mailto:hr@cathaybk.com.kh)