



JOB DESCRIPTION

Position:	Credit Admin Officer	Date:	01-05-24
Report to:	Credit Unit Manager	Department:	Credit
Location:	Phnom Penh	Working Time:	Full Time

I. PURPOSE OF THE JOB

The Credit Admin Officer is responsible for providing support to credit teams for checking CBC, reviewing loan files, preparing monthly reports, ensuring the correctness on filling and collateral keeping at branches, assisting in developing policies, guidelines, and procedures, and preparing memos for the Operations Department.

II. MAIN RESPONSIBILITIES

- Ensuring that loan documents are submitted to the credit committee on time, correct, and accurate.
- Review all loan documents to make sure all credit form enough clean and fill date in correct
- Review loan application forms from SLO and LO before submitting to the credit unit manager
- Issue necessary letters such as informing and warming letter to customers who have been loan late and advice to credit teams to deliver them to customers.
- Support credit teams in checking CBC.
- Work with finance teams related to CBC issues
- Prepare memorandum to get approval from management.
- Prepared Monthly CBC expenses and submitted to finance
- Ensuring quality of scans, copies, and documents prepared in order
- Prepared documents for credit teams for daily use.
- Prepare daily report to management
- Prepare monthly loan report to manager.
- Prepare monthly CBC enquiry report to the manager.
- Prepare monthly restructure report to NBC.
- Prepare Q-NIX report to CMA.
- Prepare restructure tracing report
- Checking the filing and collateral at branch level
- Conducting market research within the sectors and competitors

- Initiating and developing new policies, procedures, and guidelines
- Revise the existing policies, procedures, and guidelines

III. REPORT

- He/ She will directly report to the Credit Unit Manager

IV. Qualification

- BBA in Administration Management or Business Management or related field
 - Maximum 1 year's experience related to Credit Admin or Loan Admin
 - Good knowledge of prepared documents
 - Able to use Microsoft Word, Excel, and PowerPoint
 - Command of English communication
 - Honest, hardworking, and problem-solving.
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