



## **Job Description For (Lending Officer)**

### **Responsibilities:**

#### **Planning:**

- Conduct strategic planning on providing loan as weekly and monthly
- Conduct planning weekly and monthly
- Conduct financial (cash) as weekly and monthly

#### **Assist in managing on loan and deposit transaction:**

- Study and evaluate the new and old transaction area (commune and village)
- Advertise service and product of institution
- Assist in evaluating the customer who requested loan, evaluate the work, collectoral and other resources
- Complete and check again of all documents related to loan correctly and valid
- Ensuring to compliance with policy and implement follow by instructions of sub branch manager, branch manager, and head office.
- Assist on approve loan for branch
- Respect policy and procedure and practice by management guide
- Follow up loan ( usage, work situation, family situation, and collateral )
- Study about the credit situation and other competitor in own Operation area.

#### **Problem Solving:**

- Participate in bad loan solving
- Solve and facilitate for all complaint or other requested from customers

#### **Administration:**

- Be a representative of SAHAKA MFI in public communication in own area or propose to manager if it is possible
- Participate in preparing and keep branch office in good hygiene, tidy, and orderly
- Keep all the documents in order and neat
- Participate and take care of all institution assets safety and in good condition.

#### **Planning Report:**

- Report results weekly and monthly compare with the plan
- Report loan late and result solving
- Others report assigned by manager.

#### **Report:**

- He/ She will directly report to Lending Manager.

#### **Requirements:**

- Good knowledge related to finance and experience is a plus
- Good at providing service, communication and solving the problem
- Knowledge of Ms. Office
- Good Ethic, attitude, honesty, and commitment
- Graduated in Banking, Finance, Accounting, Economic, Management, and Business
- At least 1 year experience in Credit Officer

#### **Information**

Interested candidate, please submit CV with cover letter to the email or office location below:

- Telephone: 023 967 779 | 093 500 979 | 061 500 979
- Email: [recruitment@sahakamfi.com.kh](mailto:recruitment@sahakamfi.com.kh)