



Job Description For (Senior 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
- Minimum 3 years' 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