



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 Banking and Finance, Accounting, English or equivalent with minimum 2 year experience in Bank or MFI
- 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:

- Collaborate with a team to meet the service level agreement for documentation preparation and system.
- Loan documentation and system are to be compliant with the policy and regulation requirements.
- Prepare facility agreements and other related documents.
- Prepare loan disbursement and other related works/transactions.
- Prepare internal and external loan reports and other related reports
- Coordinate relationship with internal and external stakeholders for any administrative support needed.

Closing date: 31 October 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