



## Credit Administration Assistant

Closing Date: 31<sup>st</sup> May 2019 | Apply to: [job@sathapana.com.kh](mailto:job@sathapana.com.kh)

### Locations

- Chi Pou Branch (01 Position)
- Tuk Meas Branch (01 Position)
- Svay Antor Branch (01 Position)
- Preah Netr Preah Branch (01 Position)
- Kampong Chrey (01 Position)

### Responsibilities

- Operate personal computer to type correspondence and reports to enter or retrieve data and other related court documents
- Compose correspondence and review outgoing documents for appropriate format, grammatical and spelling accuracy, and conformance with administration department directives
- Answer telephone and walk-in inquiries and provides assistance regarding procedures or scheduling inquiries from supervisors
- Receive, sort, distribute and file the incoming documents including correspondence, court documents or reports
- Assist operations in other offices by answering telephone calls
- Respond to inquiries and requests
- Prepare time-and-attendance records and other personnel documents for the office
- Maintain calendar, schedules and managing files
- Monitor branch requests for supplies and equipment
- Maintain requisition files and monitors receipt of items requested in requisitions
- Distribute weekly and monthly statistical reports to supervisors
- Maintain confidentiality and security of documents and information

### Qualifications

- Bachelor's degree in Accounting, Finance and Banking, or other related fields
- At least 1-year-experience in banking services and products from financial industries
- Good at both English and Computer Users
- Be welcoming, friendly, and patient

### How to apply

- For interested candidates, please submit your updated CVs to [job@sathapana.com.kh](mailto:job@sathapana.com.kh) or submit your hardcopies to all branches of Sathapana Bank is acceptable
- For more information, please go to [www.sathapana.com.kh](http://www.sathapana.com.kh) or contact us via 096 418 2222 / 096 958 7777 / 096 287 1111