

Opportunity

Credit Administration Officer

Job Summary

Preparation of security and legal documents.

Load approved credit limits on core banking system, ensuring the proper filing and follow up of credit files and input data on the Credit IT System.

Responsibilities

- Preparation of Facility Offer Letters and Security documents
- Preparation of disbursement sheet to load credit limits and input the credit limits on Credit IT System after vetting
- Attend to credit related queries from internal customers
- Filling of documents and maintaining credit/security files updated, and maintaining credit cards processing
- Online registration of charge documents

Profile

- Degree holder in a relevant field
- Between 3 and 5 years of relevant experience in Credit Legal and Credit Administration
- Be able to work under pressure
- Excellent communication skills (both verbal & written in English & French)
- Ability to work in a fast pace environment

If you are interested and would like to apply for this role ,please send your CV and motivation letter to recruitment@afasiabank.com

Closing date for application: 23 October 2017

AfrAsia Bank Limited reserves the right to call only the short-listed candidates for an interview or not to make any appointment as a result of the advertisement or to recruit following this advertisement.