



**បី.អេស.ស៊ី (ខេមបូឌា) ប៊ែន ម.ក**  
**B.I.C (CAMBODIA) BANK PLC.**

ក្រុមហ៊ុនឯកជន

B.I.C (Cambodia) Bank PLC. is currently looking for candidates to fill in the job vacancy. The Bank has commenced business on 1<sup>st</sup> August 2018. B.I.C (Cambodia) Bank PLC. is a sister bank of BIC Bank Lao (formal known as International Commercial Bank Lao) which has been in operations since 2008 in Lao PDR.

## **Credit Admin Clerk**

### **Report to Credit Admin Officer**

- **Main Duties and Responsibilities**
  - Prepare loan document for Credit Officer.
  - Assist the Credit Officer for Loan process, request customer for document.
  - Work with marketing staff for any requirement document.
  - Verify the setting condition whatever the loan has complied.
  - Prepare loan report for Credit admin officer for verify.
  - Prepare the insurance for all customers to be sure that the loan has all required insurance.
  - Filling the approved loan in the proper place.
  - Other task assigns by credit admin officer.
- **Requirement:**
  - Bachelor Degree in Law, Banking and Finance, Accountant, Business Administration or related fields.
  - Fresh graduate or one-year experience is encouraged to apply.
  - Good command of English both writing and speaking
  - Good computer skills: MS Office, Internet and Email

Interested candidates is welcomed to send your last updated resume, a copy of Cambodian ID card and a recent passport size photograph to the following:

B.I.C (Cambodia) Bank Plc.

#462, St 93, Sangkat Tonle Bassak, Khan Chomkarmon Phnom Penh, Cambodia

Or email us at: [info@bicbank.com.kh](mailto:info@bicbank.com.kh)

Tel: 023 901 338

(All applications will be treated in strict confidentiality)