

## ANNOUNCEMENT

**SEILANITHIH** is a Cambodian local company dedicated to provide Credit and Savings Services to Cambodian People to improve their Standards of Living through creating new business, expanding business legally within twenty five branches in **Phnom Penh-Kandal, Pursat, Battambang, Banteay Meanchey, Malai, Siem Reap and Kompong Cham Provinces.**

**SEILANITHIH** is seeking for **Credit Officers** based in **(One) Ochrov Branch, (One) Bakan branch (One) Pouk Branch and (Two) Phnom Prek branch.**

### **Detailed Responsibilities**

- Process all credit and saving related transactions including disbursements and collections;
- Do promotion of Seilanithih's products and services to its clients and other stakeholders;
- Process credit analysis based on Seilanithih's Credit Policy/Credit Methodology;
- Process, collect and investigate documents for Credit Assessment;
- Process and conduct credit review, property valuation and conduct client's home visits;
- Prepare and arrange credit proposal to Branch Manager/Provincial Manager;
- Follow up the existing loans and keep well communication with existing and new clients as well as Local Authorities in the working area;
- Make timely reports to supervisor;
- Do other tasks as assigned by the supervisor

### **Qualifications**

- Associate degree or equivalent;
- Age between 18-35 years;
- Willing to travel to client's site for collateral survey, property valuation and loan follow-up;
- Good in English language
- Experience in microfinance is a privilege;
- Good health, strong organizational capacity and a team player;
- Honest, hard working, self-motivated and responsible persons with good character and morality

### ***How to apply:***

Interest candidates are invited to bring us a CV and recent photograph, Cover Letter mentioning clearly the interested position, copies of Family Book, National ID Card, Official Certificates and other supporting documents to: **Human Resource Department**, Head Office of Seilanithih : #1SF,2SF Street 516, S/K Boeung Kork I, Khan Toul Kok, Phnom Penh or Any branches of Seilanithih.

**Deadline: 04 Novemeber 2014 by 05:00PM.** Salary is based on experiences and qualification, and negotiable. Applications are not accepted through e-mail. ***Seilanithih is an equal opportunity employer and successful candidates will be selected based on merit.***