

## Loans Administration Department

### Assistant to Senior Officer, Credit Documentation Administration (Ref. No: LAD-1668)

#### Job Responsibilities:

- To update renewed Fire Insurance Policy in GCMS collateral record
- To copy and scan Loan Documents
- To check returned Title Deeds from legal firms
- Filing and other administrative support

#### Job Requirements:

- Secondary education or above
- Minimum 1 year of working experience in credit administration
- Knowledge of PC operations and good typewriting skill in Chinese and English
- Good interpersonal communication skills
- Good command of both written and spoken English and Chinese

To apply, please submit your resume to [hrd@icbcasia.com](mailto:hrd@icbcasia.com).

*All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's Privacy Policy Statements and Circulars, which are available on our website.*