

Loans Administration Department

Senior Officer to Assistant Manager, Retail Credit Administration (Ref. No: LAD-1868)

Job Responsibilities:

- Check and verify all agreements, security documents and other related documents are properly executed with approval and comply with Bank's prevailing policies and guidelines.
- Checks confirmation letters from solicitor firms to ensure that mortgages are executed in accordance with our instructions.
- Ensure compliance of all conditions precedent, including but not limited to all facility and security documents, prior to implementation of credit facilities.
- Follow up with business units on the submission or satisfaction of all conditions subsequent.
- Check and approve credit limit and other credit related maintenance in systems.
- Performs ad-hoc duties as and when required.

Job Requirements:

- Post-secondary or above
- Minimum 3-5 years of working experience in credit administration, preferably with checker experience. Candidate with less experience will be considered as Senior Officer.
- 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.

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.