

TERMS OF REFERENCE (TOR)

Post: Loan Administrative Assistant
Vacancies: 02
Post Type: Full time
Department: Loan Administration Department
Reporting to: Manager-Loan Administration

Key Tasks, Responsibilities and Deliverables:

Prepare sanction letters, mortgage agreements and charge documents of credit facilities.
Obtain all the required documentation and complete mortgage formalities prior to disbursing the loan Update and maintain the customer files, registers and any other files related to credit facilities.
Create and maintain complete records of customers' loan accounts.
Respond to all customer inquiries in a timely and appropriate manner.
Support Finance and Credit Officers by serving as a primary point of contact with customers, gathering necessary loan documentation, and assisting in facilitating loan requests from application through closing.
Provide support for the day-to-day maintenance and quality of the loan portfolio.
Carry out project inspections and review visits.
Carry out any other work as assigned by the Management.

Requirements and Qualifications:

Certificate 3 in relevant field,
OR,
GCE 'O' Level 5 pass
OR
GCE 'O'Level 3 pass with 1-year relevant experience.

Other Competencies required:

Strong analytical, problem-solving, and decision-making skills with the ability to adapt to change.
Excellent interpersonal and communication skills.
Proficiency in using Microsoft Office applications.
Should be able to independently draft and type letters, internal memo's etc. both in Dhivehi and English Language.
Familiarity with trade, economic development, and development of private sector in the Maldives.
Experience in the banking or financial services industry would be an added advantage.

Remuneration Package:

Gross pay: MVR 13,800

Other Benefits:

Health insurance as per company policy
Training and Development Opportunities

Working Hours:

The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

Complete and up-to-date Curriculum Vitae (CV).

Copy of National Identity Card.

Copies of academic certificates with transcripts.

All international certificates must be accredited by MQA.

Reference letters from current/ previous employers certifying type of employment, job roles, and service period.

Recommendation letters from previous supervisors or employers (optional).

How to Apply:

Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-loan-administrative-assistant4> before **19th August 2024 before 14:00 hours**

Important notes to applicants:

Incomplete applications will be rejected without further notice.

Applications should be submitted only via the given link, applications received via email will be rejected.

Only short-listed candidates will be notified for the interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00pm via phone 3026016 / 3026018 or email to careers@sdfc.mv