

Terms of Reference for: Loan Administrative Assistant
Post: Loan Administrative Assistant
Vacancies 2
Post Type: Full time
Reporting relationship: Reporting to the Finance Manager

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 in a proper manner
- 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 assist in facilitating loan requests from application through closing.
- Provide support for the day to day maintenance and quality of the loan portfolio.
- Carry out any other work as may be required by the Management

Requirements

- GCE A' Level qualification (Dhivehi and English minimum B pass)
- Experience in banking/financial sector will be an added advantage
- Should be a proficient user of MS Office software package
- Strong analytical, problem-solving and decision-making skills
- Should be able to independently draft and type letters, internal memo's etc in Dhivehi and English
- Excellent interpersonal and communication skills

Remuneration package

- Gross pay between MVR 8,000-12,000 depending on the qualification and Experience

Working Hours

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

Applications, together with the curriculum vitae (CV/resume, covering letter, supported by two non-related referees should be mailed to (info@sdfc.mv) or submitted before 29th August 2019 to the address below. Only short listed candidates will be notified.