

Assistant Manager, Collection

Key Responsibilities:

- To follow up with customers for all outstanding payments and identify problematic accounts. Ensure Non-Performing Loans are followed up and monitored diligently.
- To be responsible for communicating with delinquent borrowers, establish and develop effective payment plan with the delinquent borrowers. Ensure Loan Repayments are monitored promptly and reminders are issued timely on any amount in arrears.
- To make collection efforts on past due accounts via site visit or call to follow up in order to achieve prompt payment.
- To advise borrowers of their legal liabilities under existing contract law (including the interpretation of their liabilities under the loan agreement)
- To liaise with the panel lawyers to issue the Notice of Demand and the Notice to Recall and then, send it to borrowers depend on actual status.
- To follow up with the panel lawyers on litigation cases until the cases are closed.
- To try finding the strategies (pressure) to solve the overdue monthly repayment out of court system.
- To look for the buyers in case borrowers are willing to sell their property to settle loan at the bank.
- To report about credit risk immediately to management in order to take action easily on time.
- To participate in the meeting with management to discuss about the problems and find out the solutions or provide recommendation for continuity, prosperity and well-known of the bank.
- To prepare daily action report and monthly report and then, send to management.
- To attend actively in training both internal and external training to improve ability (knowledge, skill and behavior) accordance with development of bank.
- To perform other tasks which assigned by management.

Knowledge Skills and Experience:

- 1-3 years' experience in bad debt collection & recovery including credit review and reporting
- Strong negotiate, persuasion and problem-solving skill
- Ability to work under matrix and demanding environment;
- Strong communication and interpersonal skills;
- Attentive to detail and accuracy;
- Good English both speaking and writing
- Computer literacy in MS Word, Excel and Power Point.

How to apply:

Please submit your application via email: careers.kh@cimb.com

Or call us at 081 240 333