



17-Aug-2016

Job Announcement

Rights Smart International (RSI) is a Cambodian NGO that support to improve education environment and provide micro-loan service to the people, now need to recruit of young staffs that have high commitment and dynamic talent to join our team of Self Reliance project in the position of **Credit Admin staff**.

[Main Duty]

- Support all kinds of loan service to prepare and manage documents.
- Maintain client and loan data and take care loan management system.
- Issue loan repayment schedule for credit team to make sure repayment of loan.
- Check and analyze loans, prepare report and cooperate with teams to solve problems.
- Prepare regularly reports such as weekly and monthly loan report for each team and manager.
- Visit field to understand real condition of our client and check our service when manager order.

[Qualification]

- Fresh graduation or obtained bachelor degree of related economic subject such as economic science, business management, business administration, banking and finance.
- Basic computer skills should be needed, especially experience of using MS-Access, SQL or other database softs are welcome.
- Also basic knowledge of loan service and policy.
- Good attitude, honest, fine appearance and elegant smile.
- Interpersonal skill and capable in problem solving.
- Strong willing of hard working and communication skill with colleague.

Candidate who is interested and meeting the above qualification, is welcome to submit CV with current photo (4x6); copy of People ID card, study certificates and residential card to Rights Smart International (RSI) at House No. 5D Street 450 Sangkat Toul Tompong 2 Khan Chamkarmon Phnom Penh, no later than **30-September-2016**.

We are waiting for your applying, interesting and unique comment on CV is quite welcome and expected!!!