**CREDIT ADMINISTRATION OFFICER**

***JOB PROFILE SUMMARY***

Reporting to the Manager – Credit Administration, the Credit Administration Officer will act as point of contact for credit departments of the individual banks, providing administrative support, and managing queries. The main duties will also include providing administrative support to the Credit Administration functions.

***DUTIES & RESPONSIBILITIES***

**Primary Objectives**

* Loading Limits, Disbursement and Collateral on the Banking System and Loan Origination System
* Daily Maintenance of the Banking System and Loan Origination System

**Operations Support Services:**

* Applying best practice and standardisation of Credit Administration processes and practices.
* Credit data management, standardisation and implementation
* Managing queries and issues pertaining to the Credit Portfolio
* Issuing/Generating reports in a timely manner
* Operationalising country specific central bank regulation, directives and financial services legislation and industry initiatives
* Engagement with external service providers to Banks in the Group
* Contribute to team effort by accomplishing related results as needed
* Any other cognate duties as and when required
* Answering, screening and forwarding queries and issues pertaining to the Credit Portfolio.Receiving and sorting daily mail
* Maintaining physical and digital Credit records
* Assist in Credit operations and projects
* Any other cognate duties as and when required

***QUALIFICATIONS & SKILLS REQUIRED***

* At least a Diploma in Management, Finance or any other related field
* A previous working experience using a Credit Workflow System/ Loan Origination System would be a definite advantage
* Sound knowledge of office procedures and proficiency in MS office with expertise in Excel and Powerpoint.
* Sound knowledge of Finacle would be a definite advantage
* Strong planning and organisation skills with a problem-solving attitude
* Excellent written and verbal communication skills
* Detail oriented and comfortable working in a fast-paced office environment