



Job Announcement

Mega Leasing Plc. a financial leasing company was founded in 2013 and was officially granted license from the National Bank of Cambodia in January 2014. Mega Leasing Plc. provides consuming leasing and business leasing services, which include car, motorbike, bicycle, electronic equipment, household appliances, furniture, agricultural equipment and machinery product. Currently, the company has operations in Phnom Penh, Kampong Cham, Tboung Khmum, Siem Reap, Battambang, Banteay Meanchey and Sihanouk Ville.

Position: Loan Recovery Officer

Vacancy: 01 Post

Location: Siem Reap Branch

Closing Date: April 26th, 2018

MAJOR RESPONSIBILITIES:

- Monitor the emergence of overdue loans in the Company's loan portfolio and Maintain excellent records of contact, recovery transactions and progress of each overdue and written-off client in cooperation with branch staff
- Identify the default customer and formulate concrete follow-up plan, recovery action for overdue and written-off loans
- Maintain and contact identified default customers to effectively develop a payment plan that achieves either a debt paid in total or an agreed planned and methodical payment plan
- Implement effectively the defined recovery plan in cooperation with branch staff to achieve the set target
- Be responsible for the recovery of the assigned portfolio of overdue and written-off loans
- Contribute to the review and improvement of policy, procedures, guidelines, forms and other related documents regarding the recovery of overdue and written-off loans
- Build and maintain good reputation and relationship with all potential stakeholders, including local authorities, lawyers, the police, other public entities, other microfinance institutions and if possible also overdue and written-off clients.
- Provide effective reporting as and when required
- Develop a positive working relationship with the others in the company
- Other duties related with the position and that may be assigned from time to time by supervisor.

REQUIREMENTS:

1. At least one year of practical experience in credit management
2. Good at interpersonal skills and experience in change management, coordination, communication, creative thinking and perseverance
3. Ability to manage multitask and adapt to working situation
4. Familiar with national laws and regulations relevant for loan recovery
5. Experience form MFI is the value added
6. A sound working knowledge of computer (MS-Office, e-mail, internet)
7. Ability to calmly and firmly deal with customers
8. Able to work alone without close supervision
9. Good sense of teamwork

Interested applicants should submit CV, cover letter, and photocopies of relevant formal education certificates and personal document such as citizen ID card/birth certificate and family/staying book to HR department in Mega Leasing Plc address #67, Street 125, Sangkat Veal Vong, Khan 7Makara, Phnom Penh, or by email: recruitment@megaleasing.com.kh and Tel: **069 522 522/069 364 666**.

Only short listed candidates will be notified. Applications and CVs will not be returned. *Mega Leasing Plc. will provide the competitive salary, regularly merit increase based on performance plus other benefits such as Khmer New Year and Pchum Ben Bonus, annual team bonus, provident fund, incentives, accident insurance for 24 hours, hospitalization claims, public holiday & other leaves and benefits based on the Cambodian Labor Law.*