

**(Contract) Supervisor, Loan Administration, General Banking Operations****Responsibilities:**

- Supervise the processing of drawdown of all loan products and data maintenance
- Check loan settlement quotation calculation
- Handle loan repayments, early redemption figure calculation and loan settlement
- Issue loan confirmation, correspondence or rate fixing notice for Syndicated Loan
- Liaise with Business Units on matters related to loan rollover, rate fixing
- Prepare audit confirmation
- Prepare monthly reports

Requirements:

- Form 5 or above
- Minimum 4 years' experience in banking industry preferably in loans operation
- Understand relevant policies and procedures of the Bank as well as regulatory requirements
- Proficiency in PC operations