



## **Head of Loan Administration, General Banking Operations**

### **Responsibilities:**

- Direct the team achieving the departmental objectives and performance indicators
- Supervise the processing and operations of consumer loans, corporate loans and syndicated financing
- Monitor the transactions processed in accordance with the Bank's Policies / Guidelines /
- Control requirements meeting the agreed standard
- Provide operations support and advice to all supported Business Divisions / Internal
- Control Teams / External Authorities
- Design and implement operations procedures of new products and services in line with the business needs
- Keep abreast with the updated regulatory requirements and apply necessary procedural changes / control enhancement
- Support system related Projects and provide appropriate user requirements

### **Requirements:**

- University graduate or above
- 10 years or above relevant experience in Loan Administration / Credit Administration
- Strong leadership, communication and people management skills
- Good command of English and Chinese, and reasonable Mandarin speaking ability
- PC knowledge