



**LBP LEASING AND FINANCE CORPORATION**  
(A LANDBANK SUBSIDIARY)

## **ACCOUNT ASSISTANT (LOAN DOCUMENTATION AND AVAILMENT)**

### **DUTIES AND RESPONSIBILITIES**

1. Prepare and verify loan agreements and compliance documents.
2. Coordinate with clients to ensure timely loan availment.
3. Monitor and maintain proper documentation for loan processing.
4. Ensure compliance with regulatory and legal requirements.
5. Work closely with Credit Analysis Assistants for accurate document processing.

### **QUALIFICATION STANDARDS**

- **Education:** Bachelor's degree in Finance, Business, or Legal Studies.
- **Experience:** 2 years in loan processing or documentation.
- **Training Requirements:** 16 hours annually in Regulatory Compliance & Loan Processing.

*Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.*