



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

ACCOUNT ASSISTANT

DUTIES AND RESPONSIBILITIES

1. Provide general administrative support to the Account Management Group;
2. Prepare client's folders and update files of all approved and implemented lease/loan transactions;
3. Prepare lease/loan contracts and other related documents;
4. Coordinate with other units to ensure timely delivery of needs/services to lessees/borrowers;
5. Perform other functions as maybe assigned by the Account Officers and/or other higher authorities.

QUALIFICATION STANDARDS

- Graduate of four-year course preferably in business, engineering, economics and preferably belonging to the Top 20% of his/her graduating class
- Preferably with Knowledge/Training/Experience/ in the following areas:
 - a) Computer Literate
 - b) Basic Accounting