



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK SUBSIDIARY)

CREDIT ASSISTANT

DUTIES AND RESPONSIBILITIES

1. Provide administrative support for the requirements of the unit.
2. Prepare/Update appraisal and credit investigation folders of clients.
3. Monitor clients/account for appraisal and credit investigation.
4. Assist CIs/Appraisers on the preparation of reports.
5. Perform other functions as maybe assigned by the Account Servicing Group Head and or other higher authorities.

QUALIFICATION STANDARDS

- Graduate of Business, Engineering, Economics or any relevant four-year course
- With at least 6 months of relevant work experience preferably with a bank or financial institution

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