

## Credit Admin

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Company: Amartha

Location: Indonesia

Category: other-general

Responsibilities Responsible for obtaining, reviewing and arranging all loan documents. Inputs and updates loan data into using system. Assembles and verifies loan documents for accuracy. Observing loan activity to determine whether the terms of a loan have been met by the borrower Requirement Minimum 2 years of relevant working experience in credit administration and operation, preferably from start-up/tech company or financial industry. Good knowledge on Unsecured loan process and policies, business and Digital Platform. Basic proficiency in using data tools (SQL, BigQuery, etc) Excellent communication skill and stakeholders' management. Meticulous, have a strong analytical skills and problem solving.

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