
Head of Loans Operations

Responsibilities

- Manage the entire loan operations and administration for the bank including loans drawdown, processing, rollover, documentation and repayment
- Prepare loan agreements and collateral documents in accordance with established guidelines and legal requirements
- Collaborate with the project management team to identify and assist with any process or system enhancements as needed
- Develop and maintain efficient loan servicing processes, including loan boarding, payment processing, escrow administration, and account maintenance
- Ensure activities of Loans limit setup, Loans Disbursement, Repayment and rollover adhere to established procedures, policies, regulatory requirements, and industry best practices
- Maintain good relationship with front line sales, credit reviewers, legal and compliance, law firms and/or counterparty banks to ensure smooth loan operations.
- Stay updated on market trends and regulatory changes to ensure the implantation of best market practice
- Implement and maintain loan operational policies, procedures, and controls to mitigate operational risks and ensure data integrity
- Perform all other related duties as assigned

Requirements

- Bachelor degree in Business, Finance, Operational Management or a related discipline
- 10+ years of relevant working experiences in banking operation and loans processing
- Familiar with loan operations, loan administration and loan documentation or credit administration from both consumer banking and particularly corporate banking perspective
- In depth knowledge of operational management and regulatory requirements in Macau
- Experience in managing diverse teams with exceptional leadership and influence skills

All information provided will be treated in strict confidence and only be used for recruitment purpose.



- Demonstrates agile mindset, embrace changes and demonstrates flexibility and capability in decision-making and problem-solving
- Good inter-personal communication skills and strong problem-solving skills particularly on exceptions handling
- Able to work independently and under tight deadlines and time pressure
- Detail minded with strong hands on experience in loan operation, system implementation and procedures development
- Good command of both spoken and written English and Chinese

(Candidates with more experience will be considered as Senior Manager)

For more information or enquiry, please email us at bdajob@delta-asia.com or contact us at **+853 8796 9620**.

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Website: www.delta-asia.com