Contract and Registration Department

Job Description / Responsibilities :

- Prepare Loan/Complicated Loan Contracts
- Prepare Collateral Contracts according to the detail above
- Register of all types of mortgage collateral at The Land Office depending on the location of Collateral, and various Government Departments and other divisions
- Initial consultation concerning the preparation of Contracts, and all types of mortgage collateral to Loan Department and other related parties
- Work in compliance with the policies and principles of the Bank and Department

Qualifications :

- Bachelor Degree or higher in Law or Barrister at Law is advantage
- At least 1 years of experience in Contract preparation and/or Corporate registration
- Excellent typing skills in both Thai and English
- Excellent computer literacy (MS Office)
- Occasionally be required to travel to work in other provinces, on a case by case basis