Krungsri Business Center Officer (เปิดรับสมัครหลายพื้นที่)

สาขาที่เปิดรับสมัคร:

- สำนักงานใหญ่พระราม 3
- สำนักงานใหญ่เพลินจิต
- สาขาเอนเนอร์ยี่คอมเพล็กซ์ จตุจักร
- สาขาถนนวัดกิ่งแก้ว บางพลี
- สาขาสามแยก สัมพันธวงศ์
- สาขาหาดใหญ่
- สาขาโชคชัย4
- สาขาบางนา-ตราด
- สาขาเชียงใหม่

Job Description / Responsibilities

- Service and process the foreign trade transaction for customers who come in contact with services in foreign trade. As well as providing initial guideline how to complete application, receive feedback or comment from customer in order to further improve the service
- Verify the accuracy and completeness of the customer’s application document and other support documents. Check the customer's credit limits against term & conditions provided by credit team, request for approval according to delegation of authority, prior submitting the transaction to the Operation.
- Sign and deliver DL/C, endorse the Bill of Lading, and endorse Delivery Order, issues Shipping Guarantee.
- Receive the import bill/DLC bill and notify customer. As well as follow up customer bill acceptance and/or payment.
- Receive export document from customer and check for completeness of document, coordination with the back office to proceed to next step according to procedure
- Follow up import bill payments from customers including DLC, pending payment export bill and interest (if any).
- Monitor forward contract settlement as per procedure by coordinating with related parties
- Filing credit approval memo and related customer profile document

Qualifications

- Bachelor's degree or preferable master’s degree in business administration major in Finance & Banking, Marketing or any related fields.
- Minimum 1-2 years of Trade Finance related business, Welcome New Graduate.
- Strong Knowledge and understanding of the international trade products
- Ability to adapt to various changes in the banking business.
- Have basic knowledge in credit product and approval process.
- Good written and spoken English.
- Familiar with Excel, Power Point and World.
- Able to drive
- Able to work outside office or travel occasionally.
- Able to work as replacement in other nearby location occasionally