

PEOPLE'S CREDIT AND FINANCE CORPORATION

395 Sen. Gil Puyat Makati City

Doc. Title: Job Description
Position: **Account Associate I**
Department/Group: Account Management Group
Reports to: Team Manager

Basic Functions:

Under the direction of the Team Manager, the Account Associate I is responsible for assisting the Account Officers in receiving and processing of lending documents or applications; for filing and maintaining credit folders of MFI's; maintaining current and complete records of all lending transactions; responsible for the various administrative and secretarial functions of the team.

Duties and Responsibilities

1. Assists in the administrative and clerical requirements of the team;
2. Receives and verifies completeness of documents submitted by the conduits;
3. Assist Account Officers in maintaining, securing and updating individual credit folders of team's accounts;
4. Assists in packaging and processing of loan documents for fund release;
5. Monitors submission of post dated checks (PDC's); monitors conduit amortization due for the month;
6. Checks Summary of End Borrowers (SOE's);
7. Attends to client inquiries and referrals; follows up client deficiencies;
8. Perform other related duties and responsibilities that may be assigned by the Team Manager.

Minimum Requirements:

Education: Graduate of any business course (Accounting, Marketing, Management), Development Studies or Economics

Experience: Preferably with six (6) months work experience in finance, accounting, audit or marketing

Skills: Financial Analysis, computer literate

Others: Possesses good verbal or written communication skills
Honest, pro-active, and output oriented