

## JOB DESCRIPTION

Position	Reporting To	Department
Senior Sale Officer	Sale Supervisor	Business

### **I- KEY RESPONSIBILITIES**

- Recruit cooperate dealer for auto loan
- Promote auto loan product to dealer and client
- Regular visit and keep building relationship with dealer
- Collect and review client application and pass it to assessment team
- Update to dealer for the application result.
- Follow up to dealer in order to collect more application
- Conduct product survey with competitor.
- Collect the feedback and report to supervisor.
- Prepare report as need to supervisor
- Other tasks assign by manager.

### **II- JOB REQUIREMENTS**

- Bachelor's degree in Banking and Finance, Business Administration, or a related field.
- Minimum 1-2 years of progressive experience in Sale Auto Loan processing and strong communication with dealer.

**Approved By:**

**Acknowledged By:**

**Prepared By:**

Mr.....  
**Sale Manager**  
Date:

Mr.....  
**Sale Supervisor**  
Date:

Mr.....  
**Sale Officer**  
Date: