

We're looking for a  
**CREDIT ADMINISTRATION  
SUPPORT OFFICER**



Scan the QR code and complete  
the test!



**"Great things in business are never done by one person.  
They're done by a team of people"**

Do you work well together, and do you have a keen eye for details? Are you excited about planning and administration work?

**Korpodeko is looking for a Credit Administration Support Officer who can contribute to the transformation process and growth of the organization.**

### **Credit Administration Support Officer**

The Credit Administration Support Officer is primarily responsible for administrative work on KORPODEKO's loans and funds and supports both the Manager Credit Control and the Development Managers.

Your responsibilities include preparing and revising documents, updating the list of securities, and drafting standard correspondence. You will also be in charge of tracking decisions taken by management, preparing and sending letters of formal notice, and ensuring customers submit the necessary documentation for a loan to be approved.

### **We're looking for a (young) professional with:**

- Associate+ (MBO+) degree in Business Economics or Accountancy.
- Legal knowledge: a diploma/ qualification is a plus.
- Good oral and written communication skills in English, Dutch, and Papiamentu.
- Knowledge and understanding of the principles of accounts receivable and debtor management.
- Experience and Knowledge of MS Office.
- Planning and organizing skills.
- Analytical skills.
- Quality-oriented, Accurate and Result-oriented.

### **We provide:**

- A dynamic working environment with great development opportunities
- Attractive salary with annual bonuses
- Medical, Dental, Vision, and Retirement Benefits

**Do you see yourself in this role? Scan the QR code and complete the test before August 19th, 2022.**