

JOB VACANCIES AS OF SEPTEMBER 2024

ACCOUNT OFFICER II

Qualification Standards:

- Graduate of a 4 years College Degree preferably in the fields related to Banking and Finance / Economics / Accounting / Management / Business / Marketing
- Preferably with at least 4 – 5 years of work experience in a similar profession (marketing and business development) in a financial institution
- Excellent English communications skills both Written and Oral

ACCOUNT OFFICER I

Qualification Standards:

- Graduate of a 4 years College Degree preferably in the fields related to Banking and Finance / Economics / Accounting / Management / Business / Marketing
- Preferably with at least 3 – 4 years of work experience in a similar field (marketing and business development) in a financial institution
- Excellent English communications skills both written and oral

TRANSACTION BOOKING ASSISTANT

Qualification Standards:

- A graduate of an accountancy course
- With at least two to three years' experience
- Computer literate on accounting systems and procedures
- Computer literate and with bookkeeping skills
- Knowledgeable in government regulations is an advantage
- Ability to meet assigned deadlines and can perform under pressure
- Strong work ethic and integrity
- Strong attention to details

VICE PRESIDENT FOR ACCOUNTS MANAGEMENT GROUP

Qualification Standards:

- Graduate of a 4 years College Degree preferably in the fields related to Banking and Finance / Economics / Accounting / Management / Business / Marketing. A graduate degree in a similar field is an advantage
- Familiar with credit and financial concepts, procedures, and processes typically used in banking and other financial institutions
- With at least 10 years of work experience in a similar profession (marketing and sales). Experience of holding a similar position is an advantage.
- Has at least 5 years of supervisory experience and personnel management

ACCOUNT OFFICER/ASST. MANAGER

Qualification Standards:

- Graduate of a 4-year College Degree preferably in the fields related to Banking and Finance / Economics / Accounting / Management / Business / Marketing
- Should be familiar with credit and financial concepts, procedures, and processes typically used in leasing and other financial institutions.
- With at least 3 years of work experience in a similar profession (marketing and sales)
- Able to routinely package and execute loan and lease transactions
- Analytical and with keen attention to details
- Strong working knowledge of MS Office
- Excellent English communications skills both Written and Oral
- Pro-active and has a positive work attitude
- Team player but can work with minimum supervision

CREDIT OFFICER I

Qualification Standards:

- Graduate of a 4 years College Degree preferably in the fields related to Banking and Finance / Economics / Accounting / Management / Business
- Preferably familiar with credit and financial concepts, procedures, and processes typically used in banking and finance.
- Analytical and with keen attention to details.
- Strong working knowledge of MS Office.
- Excellent English communications skills both Written and Oral.
- Pro-active, has a positive work attitude and strong work ethics.
- Team player but can work with minimum supervision

DOCUMENTATION SPECIALIST

Qualification Standards:

- Preferably a graduate of Accounting, Math or any business-related courses
- At least 1-year supervisory experience in lease or loan availments and documentations; at least 3 years of experience in documentation and availment process in a leasing/financing company or bank
- Computer literate with basic knowledge on the use of Microsoft Office Applications Pleasing personality
- Excellent communication skills
- Detail oriented
- Knowledge on legal matters and information technology a plus

Interested applicants may send their application letter to careers@dbp-leasing.ph, indicating the position, personal data sheet/resume and recent 2x2 picture.

