

Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first and foremost bank in Cambodia. It is a joint private/government venture and has been providing customers with safe and reliable banking services for 40 years. With our head office in Phnom Penh, we currently operate eleven branches in Phnom Penh, Sihanoukville, Siem Reap, Battambang and Kampong Cham province and plan to continue expanding our distribution network. In order to cope with the growth, we are looking for highly motivated and qualified candidates to join our “Employer of Choice bank”:

Staff of HR Department, Payroll (01 position based in Head Office, Phnom Penh)

Working closely with HR Manager, this position is responsible for calculating employees' compensation, updating our internal payroll databases and ensuring timely payments.

Main Duties

- Assist in preparing employment contract, job offering, probation confirmation and promotion
- Prepare and manage personnel profile of all employees
- Update all related employee's information into HR system
- Check daily attendance and leave of all employees in HR system
- Update monthly OT request & meal allowance into HR system and prepare for further process
- Prepare monthly staff movement for manager
- Prepare monthly payroll for manager
- Prepare final payment and benefits package for resigned staff
- Arrange monthly payment to National Social Security Fund (NSSF)
- Responsible for staff insurance claim from NSSF
- Other tasks assigned by Supervisor

Skills/ Experiences

- Bachelor degree in Business Management or related fields
- At least two years of experience in HR management with banking sector or MFIs
- Knowledge of Cambodian Labor Law and labor market
- Good organizational and time management skills
- A strong desire to work in a team and deal with challenges
- Good negotiation and internal & external relationship building
- Enjoy working with people and be patient, tactful, and approachable
- Proficiency in English and computer skills

How to Apply:

Submission Deadline: 31 March 2019 at 5.00 PM

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: hr@ftbbank.com or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597

Please visit our website: <http://www.ftbbank.com/vacant-and-career> for more available vacancy.