



Vacancy Announcement

Exciting Career Opportunity



Foreign Trade Bank of Cambodia (FTB) has been providing customers with safe and reliable banking services since 1979. As the first and foremost bank in Cambodia, FTB's vision is to be the preferred commercial bank in Cambodia. FTB is committed to continually helping support customers to grow and prosper while offering stable and long term career opportunities for all staff. As we continue to expand the operation and to build a high performing team to support long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our *"Employer of Choice Bank"*:

Staff of Operations Support Department

(02 positions based in Head Office, Phnom Penh)

This role is responsible for supporting and implementing daily transactions related to interbank and clearing house of Operations Support Department.

Main Duties

- Process payroll for the customers under government accounts
- Process booking entry of inventories on credit/debit advices from NBC
- Generate daily report of internet banking bill payment for EDC
- Provide Foreign Exchange to customers such as NGOs, companies, and Microfinance., etc.
- Receive Check Deposit at Front Desks and all branches
- Process Banker Check to our customers/any banks
- Process clearing house tasks
- Book electronic and check payment gateway such as remittance, outward, inward, and local banks
- Issue bank statements and Debit, Credit Advice for customers
- Issue Bank Guarantee Tour for customers
- Issue payment advice to local banks
- Prepare planning and daily report to direct supervisor
- Do other tasks assigned by managements

Skills/ Experiences

- Bachelor Degree in Banking or related field
- At least one year experiences related to the position
- Demonstrated a strong customer service and sales-oriented personality
- Good organizational and time management skills
- A strong desire to work in a team and sales environment
- Excellent negotiation and internal & external relationship building
- English language proficiency
- Computer literacy in Microsoft Office Word & Excel

How to Apply:

Submission Deadline: 30 November 2019 at 05:00 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.