



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 Trade Finance Unit (01 position based in Head Office, Phnom Penh)

The primary function of the position is to work and assist closely with direct supervisor of Trade Finance functions.

Main Duties

- Use SWIFT network to communicate with all correspondent banks
- Issuing the Documentary Letter of Credit (L/C), Bank Guarantee (BG), Checking and preparing the documents presented by negotiating bank and collecting payment for each L/C.
- Received the Documentary Letter of credit from the correspondent bank
- Received the documents preparing and checking for D/P or D/A (Documents against Payment or Documents against Acceptance).
- On maturity date make the payment for L/C terms and conditions.
- Promote Customers to use bank services
- Do other tasks assigned by manager

Skills/ Experiences

- At least Bachelor Degree in Banking, Business Administration , Accounting or related field
- At least 2 year experience in Trade Finance, International Remittance , and SWIFT
- Knowledge of National Bank's regulations, international laws, AML, SWIFT system and related
- A strong desire to work in a team and deal with challenge
- Excellent negotiation and internal & external relationship building
- Strong customer service and result-oriented personality
- Good organizational skill, time management, and team building
- English language proficiency
- Computer literacy in Microsoft Office Word & Excel

How to Apply:

Submission Deadline: 30 November 2019 at 5.00 PM

Interested candidates, please submit your most updated CV (**with current photo**) and a cover letter to this mail address: HR@ftbbank.com or at our Head Office, Building No. 33 C-D, Tcheoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh.

Only short-listed candidates will be contacted for interview.

☎ : 023 862 111

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f : www.facebook.com/ftbcambodia

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Investing in the future