

# WE'RE HIRING

**AMK Microfinance Institution** is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,500 staff serving almost 1,000,000 clients in nearly 13,000 villages across Cambodia, 91% of all villages. We are looking for a talented and committed individual to join our diversified team, and offering attractive career prospects across branches and departments of our business.

A job at AMK is more than just a paycheck - we support our employees in their development and growth and help them explore their unique strengths.

**Job Title** : Senior Lease Control Officer ( 01 Post )  
**Report To** : Head of Leasing Business  
**Location** : Head Office  
**Closing Date** : January 17, 2022

## Job Responsibilities:

- ▶ Develop operating plan for leasing business for branches
- ▶ Communicate the plan to branch level for successful plan execution
- ▶ Monitor the performance of branch to achieve target on leasing operations
- ▶ Control lease portfolio quality of all branches
- ▶ Develop strategies and conduct lease recovery actions to maintain good lease quality
- ▶ Closely work with IT to extract data for analysis and produce report as needed by Head of Leasing and other related departments
- ▶ Regularly monitor trend of leasing business in the market and initiate strategies to maintain and strengthen market competitive advantages
- ▶ Closely work with Dealer Relation and Sale team to achieve highest dealer loyalty rate
- ▶ Closely work with Asset and Property Control team to make sure all lease assets are registered, secured, and fairly proceeded
- ▶ Other tasks assigned by supervisor

## Qualification and Experiences:

- ▶ Bachelor's degree required, preferably in business (banking, finance, accounting, economics or marketing)
- ▶ Three years' experience in sales and operations in the microfinance industry
- ▶ Two years of experience in management and staff supervision
- ▶ Prior business development experience required, microfinance or banking industry preferred
- ▶ Good personal computer skills including word processing and spreadsheet software applications; working knowledge of MIS for the microfinance industry
- ▶ Working proficiency in English
- ▶ Strong commitment and keen to travel to provinces

## Benefits:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>▶ AMK provides a competitive salary package to the employees</li><li>▶ Salary increment rate every year</li><li>▶ Khmer new year bonus</li><li>▶ Phchum Ben bonus</li><li>▶ Retirement bonus</li><li>▶ Staff incentive</li><li>▶ Staff pension fund</li><li>▶ Staff retention bonus</li><li>▶ 100% medical insurance for employee's spouse and children for local treatment</li><li>▶ Staff accident insurance 24/7days</li></ul> | <ul style="list-style-type: none"><li>▶ Staff loan for education purpose with only 2% interest rate per year</li><li>▶ Staff housing loan with only 5% interest rate per year</li><li>▶ Allowance for employee and spouse who given birth to the baby</li><li>▶ Annual leave 18 days per year</li><li>▶ Staff capacity development and opportunity to promote per job requirement</li><li>▶ Staff seniority payment</li><li>▶ Working condition in accordance to the Cambodian Labor Law</li><li>▶ Staff overseas treatment</li></ul> |
|---|---|

Interested candidates should apply by sending a CV and a cover letter to: AMK branch and sub-branch offices or Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh.Boeng Keng Kang, Phnom Penh, Cambodia or E-mail: [job@amkcambodia.com](mailto:job@amkcambodia.com)

**Attachments:**

- A copy of obtained certificates or confirm letter by the University
- A copy of national identification, family book, and certificate of birth
- For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: [www.amkcambodia.com](http://www.amkcambodia.com)
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.