

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 : **Retail Business Development Officer (1 Post)**
Report to : **Retail Business Development Manager**
Location : **Head Office**
Closing Date : **January 31, 2022**

Job Responsibilities:

- ▶ Facilitate all project under Retail Business Division in order to contribute the achievement of an overall goal and objectives.
- ▶ Coordinate with business partners and staff branch to reinforce projects of Retail Business to fulfil sales expectation and timeline.
- ▶ Keep a regular review on existing products and services in order to customize or simplify the key conditions and process.
- ▶ Work with Product team, Risk team and IT team on new innovation products, services and procedure to improve business operation.
- ▶ Work with sale team, and research team to monitor and keep up-to-date the market price, operations and other competitors marketing activities for recommendation of current product and process enhancement.
- ▶ Monitoring on operation process to ensure that the process is smoothly and efficiency.
- ▶ Keep communication with business partners in order to deal any challenge or issue in order to ensure the process is smoothly.
- ▶ Other tasks assigned by Retail Business Development Manager

Qualification and Experiences:

- ▶ University degree in banking/finance, accounting, business or economics
- ▶ Good at written and verbal communication skill
- ▶ The ability to handle pressure and meet deadline
- ▶ The ability to handle pressure Good at time management
- ▶ Good at creative and innovation
- ▶ Be flexible person
- ▶ Ability to work with cross functional teams
- ▶ Honesty and Good interpersonal skills
- ▶ Good computing skills (i.e. Microsoft Office and core banking system)
- ▶ High motivation and ability to work without supervision.

Benefits

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

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
- AMK is an equal opportunity employment.