

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 : SME Control Officer (02 Posts)
Report To : SME Control Manager
Location : Head Office
Closing Date : January 31,2022

Job Responsibilities:

- ▶ Contribute a development of SME product, more focus on controlling and procedure of loan recovery.
- ▶ Monitoring Loan follow up report by branches staff.
- ▶ Manage, monitor and evaluate field's staff performance to ensure that it's comply with the policy.
- ▶ Manage and monitor daily loan overdue and update status to supervisor.
- ▶ Field visit and support Sale Manager to sale SME loan.
- ▶ Make sure that field staff is perform comply with the obligation and internal control.
- ▶ Update and reporting to supervisor, Sale report, Application report
- ▶ Visit Overdue client (30+) and looking for solution
- ▶ Support when any case (PAR) to curt
- ▶ Keep update the competitors' information, including their products, services and other marketing activities.
- ▶ Work with Relationship Manager and Sale Managers to effectively supporting.
- ▶ Other tasks assigned by Head of Commercial Business

Qualification and Experiences:

- ▶ Bachelor's Degree in relevant field
- ▶ At least 3-year experiences in banking, microfinance or other field.
- ▶ Good communication in English (written and spoken)
- ▶ Ability to work with cross functional teams
- ▶ Strong conceptualization and analytical skills
- ▶ Honesty and excellent interpersonal skills
- ▶ Can traveling to the province

Benefits

<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▶ Staff accident insurance 24/7days	<ul style="list-style-type: none">▶ 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. Qualified women and persons with disabilities are encouraged to apply.