

# CAREER OPPORTUNITY

*Unlock Your Potential to Grow with Us!*

**Prince Bank Plc.** is a commercial bank with license N<sup>o</sup>B 46 issued by the National Bank of Cambodia to provide professional banking services to customers in Cambodia.

**Prince Bank Plc.** has a clear vision “**Always to be the financial institution of Choice**”. With an ambitious growth plan, **Prince Bank Plc.** is expanding its branch network throughout Cambodia and looking for highly qualified candidates for the following position.

**Position** : **Assistant Manager, HRIS and C&B Analytics (01post)**

**Location** : Head Office

## Job Responsibilities

- Execute HRIS Project Plan, and coordinate between vendor & stakeholders
- Ensure accuracy and on-time production of all Staffing & Leave Reports
- HR Dashboard & Data Analytics
- Staff Portal
- Provide support to employees using HRIS web & mobile app
- Maintain confidentiality of staff data and payroll data in HRIS
- Assist Head in Total Rewards Survey & Review, and Projects
- Monitor C&B expenses vs. budget
- Assist in developing process/guideline/memo

## Job Requirements

- Bachelor degree in business administration, management, or other relevant
- Minimum 2 years of working experiences in compensation and benefits, HRIS, payroll, or relevant functions in HRM
- Good at Personnel administration (include HRIS), Payroll calculation, Rewards management, Personnel cost management
- Proactive, flexible and good team player
- Integrity, confidentiality, and willing to work in the flexible time
- Strong interpersonal, and communication
- Ability to think creatively and innovatively

## HOW TO APPLY

Please submit your updated Cover Letter and CV to any nearby branches or head office of Prince Bank Plc. or via email: [jobs@princebank.com.kh](mailto:jobs@princebank.com.kh)



Prince Bank Plc



Not over 5MB



096 533 1111/ 096 311 7888

**Note:** Only shortlisted candidates will be contacted for a test or interview.