

JOB ANNOUNCEMENT

Unlock Your Potential to Grow with Us!

Prince Bank Plc. is a commercial bank with license N^oB 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 : **Senior Officer, Inventory and Stationery (01 post)**

Location : **Head Office**

Job Responsibilities

- Conduct yearly physical count on non-fixed asset in all branches and head office to verify assets movement and update report in timely manner.
- Arrange the disposal schedule in accordance with PRINCE's policies and procedures for unused and/ or deteriorated commodities or any property with zero net book value.
- Follow up on procurement request to record all non-fixed assets.
- Produce report of company non-fixed assets on monthly basis.
- Print codes and label assets to identity users and locations property.
- Effectively manage and update report all fixed assets and non-fixed assets movement transactions.
- Coordinate with Branch Manager to install all admin tools, marketing tools and IT equipment.
- Coordinate with audit missions and relevant parties on non-fixed assets documents filling.
- Perform other tasks assigned by line manager.

Job Requirements

- Bachelor's in finance and Banking or other related fields
- Minimum 1 year of experience in inventory or administration
- Be able to use English or Chinese is a plus
- Good command in Computer using
- Good communication, strong on paperwork and recording.
- Honestly, hard work, and commitment.
- Willing to travel to support operation branch at province.

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



Prince Bank Plc



Not over 5MB



096 533 1111/ 096 311 7888

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