



# JOB HIRING

Be Part of Our Success Growing Team

Prince Bank Plc., recognized with Global, Asia's and Cambodia's Best Employer Brand Awards in 2019 and 2020, is a commercial bank that strives to provide customers with the best products and services delivered with professionalism. Prince Bank Plc. has a clear vision, "to be the financial institution of choice for our target customers." With an ambitious growth plan, Prince Bank Plc. is expanding its business operations and looking for highly qualified candidates to fill the following position.

## Senior Officer, Business Administration Head Office

**Position Summary:** The Senior Officer, Business Administration is responsible for assist department overall administration documentation and credit processing related to grow department performance.

Job Responsibilities	Job Requirements
<ul style="list-style-type: none"> <li>Managing department stationary with proper record of utilization and requesting.</li> <li>Double check all credit files processing after completed drawdown to make sure all relevant documents are properly place inside to compliance with lending process guideline before storing.</li> <li>Managing credit file storing with proper lock cabinet and registration record within department or across department.</li> <li>Assist to prepare credit proposal application, loan agreement, hypothecate process and drawdown process.</li> <li>Support department promotion activities or special project as per assign.</li> <li>Lead and coaching subordinate to performance daily task efficiency to support department business development.</li> <li>Perform other tasks assigned by the line manager.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in business or credit related and Diploma in English.</li> <li>2-year experience in credit admin or commercial bank sale department.</li> <li>Good at using MS office</li> <li>Integrity, confidentially, and willing to work in a flexible time</li> <li>Honesty and good interpersonal skills.</li> <li>Experience working at software company or MFI or Banking.</li> <li>High motivation and creativity.</li> <li>Excellent in English proficiency both verbal and written, and Chinese is a plus.</li> <li>Proactive, flexible, and good team player.</li> <li>Honesty, commitment, and hard work.</li> </ul>

### Core Competencies' Requirements:

<ul style="list-style-type: none"> <li>Customer First</li> <li>Lead with Passion</li> </ul>	<ul style="list-style-type: none"> <li>Innovate</li> <li>Collaborate</li> <li>Think Ahead</li> </ul>	<ul style="list-style-type: none"> <li>Develop</li> <li>Drive Results</li> </ul>
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### Why Join Us:

Prince Bank's Staff Benefits		If you meet the above requirements and wish to join our dynamic team; please send your recent CV including expected salary to the email address <a href="mailto:jobs@princebank.com.kh">jobs@princebank.com.kh</a> .
Financial Benefits	Non- Financial Benefits	
Chinese New Year (100%)	Working only from Mon-Fri	<b>For more information:</b> Prince Bank Plc. <a href="http://www.princebank.com.kh">www.princebank.com.kh</a> 096 533 1111/096 311 7888
Khmer New Year (50%)	Annual leave 18 days per year	
Pchum Ben Festival (50%)	Public holiday follow MOLV	
Annual performance bonus	NSSF	
Staff loan	Accident and Health Insurance	
Birthday allowance	Training opportunities	
Annual salary increment	Promotion opportunities	