



# 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.

## Assistant Manager, Training Delivery Head Office

**Position Summary:** The Assistant Manager, Training Delivery is responsible to manage training rooms, logistic and training facilities to support all training activities, coordinate training event for new recruited staff, and file all documents in hard and soft copy in the proper place easy to find when needed.

| Job Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Job Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <ul style="list-style-type: none"> <li>• Prepare training schedule, invite trainers, prepare LCDs, book rooms, snack and copy the training materials such as slides, quizzes, exam papers, etc.</li> <li>• Request CEO or executive member to participate in closing event for new trainees.</li> <li>• Prepare the final training result to send to all stakeholders.</li> <li>• Facilitate training and admin/logistic activities for other departments.</li> <li>• Keep all the original training materials and test in the safe place.</li> <li>• File all the used training materials in right place.</li> <li>• Check training materials whether they are copied properly.</li> <li>• Record all training achievement in tool or system</li> <li>• Key-in all attendance lists for all types of training</li> <li>• Produce training achievement report for DML&amp;D monthly, annually, or as per require.</li> <li>• Request computers, mail addresses, stationary, for L&amp;D department staff.</li> <li>• Request and maintain all LCDs, training equipment in all rooms, and hygiene everywhere belonging to L&amp;D dept.</li> <li>• Advance cash for snack/material/party and clear it on time.</li> <li>• Manage training room and logistic to support all training activities.</li> <li>• Assist manager to collect all necessary components to plan L&amp;D annual budget.</li> <li>• Perform other tasks assigned by the line manager.</li> </ul> | <ul style="list-style-type: none"> <li>• Associate degree in any field/year-two students at a university.</li> <li>• A year experience in administration.</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:

|                     |               |                 |
|---------------------|---------------|-----------------|
| • Customer First    | • Innovate    | • Develop       |
| • Lead with Passion | • Collaborate | • Drive Results |
|                     | • Think Ahead |                 |

### 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>                                                                                                                                                                                         |
| 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       |                                                                                                                                                                                                                      |

 Prince Bank Plc.  
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