



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.

Non-Clerical Officer, Administration

Head Office

Position Summary: Non-Clerical Officer, Administration គឺជួយផ្តល់សេវាផ្នែករដ្ឋបាលដើម្បីគាំទ្រដល់ប្រតិបត្តិការរបស់ ព្រីនស៍ ទាំងមូល។




Job Responsibilities	Job Requirements
<ul style="list-style-type: none"> ទទួលសម្លៀកបំពាក់បុគ្គលិកពីអ្នកផ្គត់ផ្គង់និង ចែកចាយទៅតាម ផ្នែកនីមួយៗ ទទួលនិងផ្ញើសម្ភារផ្សេងៗទៅសាខាទាំងមូលរបស់ ព្រីនស៍។ រៀបចំទុកដាក់សម្ភារក្នុងឃ្នាំងឲ្យមានរបៀបរៀបរយ ជួយធ្វើបញ្ជីបើកសម្ភារការិយាល័យ និង បញ្ជូនទៅតាមផ្នែកដែលស្នើសុំ ជួយវាយអត្ថបទនិង ថតចំលងឯកសាររដ្ឋបាលទូទៅ បញ្ជូនឯកសាររដ្ឋបាលទៅតាមនាយកដ្ឋាន ស្ថាប័នពាក់ព័ន្ធ អនុវត្តការងារផ្សេងៗទៀតទៅតាមការណែនាំរបស់អ្នកគ្រប់គ្រង។ 	<ul style="list-style-type: none"> Bachelor's degree or higher in Business Administration or equivalent. Minimum 2 years' experience in General Administration Job and Handling Electrical appliances.

Core Competencies' Requirements:

<ul style="list-style-type: none"> Customer First Lead with Passion 	<ul style="list-style-type: none"> Innovate Collaborate Think Ahead 	<ul style="list-style-type: none"> Develop Drive Results
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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 jobs@princebank.com.kh .
Financial Benefits	Non- Financial Benefits	
Chinese New Year (100%)	Working only from Mon-Fri	For more information:
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	

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