

# 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 “**to be always the financial institution of choice for our target customers**”. With an ambitious growth plan, **Prince Bank Plc.** is expanding its business operations throughout the country and looking for highly qualified candidates for the following position.

**Position : Assistant Manager, Recruitment**

**Location : Head Office**

## Job Responsibilities

- Execute the job analysis and evaluation over non managerial and some managerial roles with transparency, quality, on time, and satisfied customer services provided
- Manage the recruitment operations from Senior Officer positions to the most junior positions in timely and effective manner
- Build qualified candidates pool and update recruitment dashboard to support recruitment operations
- Manage the application and perform screening interview and make recommendation for shortlisting in order to get the right candidates for the roles
- Maintain pools of candidates and regular update recruitment dashboard for serving the recruitment operations purposes
- Build good relationship and give constructive feedbacks to all related stakeholders in order to ensure the recruitment outcomes are satisfied
- Execute the SLAs set to ensure stakeholders satisfaction and customer service experiences reach following sense of urgency and business operations
- Perform regular follow up with both new staff and line managers to ensure that all related issues during training and probationary period have been addressed properly by HR or Line Managers or related parties
- Collect all related documents in compliance with Recruitment policy.

## Job Requirements

- Bachelor Degree in human resource or related fields
- Minimum 3 years of experience in HR Recruitment, 1 year experience in job analysis and evaluation is preferred
- Good at English language proficiency
- Be able to use MS Office, internet and email
- Honestly, commitment and hard work.

## 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.