

# WE'RE HIRING

**AMK Microfinance Institution** is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,500 staff serving almost 1,000,000 clients in nearly 13,000 villages across Cambodia, 91% of all villages. We are looking for a talented and committed individual to join our diversified team, and offering attractive career prospects across branches and departments of our business.

A job at AMK is more than just a paycheck - we support our employees in their development and growth and help them explore their unique strengths.

**Job Title** : Retail Business Development Assistant ( 01 Post )  
**Report To** : Retail Business Development Manager  
**Location** : Head Office  
**Closing Date** : September 20 2021

## Job Responsibilities:

- ▶ Facilitate all project under Retail Business Division.
- ▶ Coordinate with business partners and staff branch to reinforce projects of Retail Business to fulfil timeline.
- ▶ Monitoring on operation process to ensure that the process is smoothly and efficiency.
- ▶ Keep communication with branch staff in order to deal any challenge or issue in order to ensure the process is smoothly.
- ▶ Selecting customers who request loan and send to branches for assessment. Keep follow up branches and ensure that disbursement on time.
- ▶ Other tasks assigned by Retail Business Development Manager

## Qualification and Experiences:

- ▶ Minimum university education in accounting and banking/finance A or an equivalent
- ▶ Abilities to communicate in English and Khmer (written and spoken)
- ▶ Ability to work with cross functional teams
- ▶ The ability to handle pressure
- ▶ Honesty and excellent interpersonal skills
- ▶ Good computing skills (i.e. Microsoft Office and core banking system)
- ▶ High motivation and ability to work without supervision

## Benefits

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| <ul style="list-style-type: none"><li>▶ AMK provides a competitive salary package to the employees</li><li>▶ Salary increment after pass probation</li><li>▶ Salary increment rate every year</li><li>▶ Khmer new year bonus</li><li>▶ Phchum Ben bonus</li><li>▶ Retirement bonus</li><li>▶ Staff incentive</li><li>▶ Staff pension fund</li><li>▶ Staff retention bonus</li><li>▶ 100% medical insurance for employee's spouse and children for local treatment</li></ul> | <ul style="list-style-type: none"><li>▶ Staff accident insurance 24/7days</li><li>▶ Staff loan for education purpose with only 2% interest rate per year</li><li>▶ Staff housing loan with only 5% interest rate per year</li><li>▶ Allowance for employee and spouse who given birth to the baby</li><li>▶ Annual leave 18 days per year</li><li>▶ Staff capacity development and opportunity to promote per job requirement</li><li>▶ Staff seniority payment</li><li>▶ Working condition in accordance to the Cambodian Labor Law</li><li>▶ Staff overseas treatment</li></ul> |
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Interested candidates should apply by sending a CV and a cover letter to: AMK branch and sub-branch offices or Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh.Boeng Keng Kang, Phnom Penh, Cambodia or E-mail: [job@amkcambodia.com](mailto:job@amkcambodia.com)

**Attachments:**

- A copy of obtained certificates or confirm letter by the University
- A copy of national identification, family book, and certificate of birth
- For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: [www.amkcambodia.com](http://www.amkcambodia.com)
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.