

WE'RE HIRING

AMK Microfinance Institution is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,700 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 : Business Intelligence Officer (1 Post)
Report To : Business Intelligence Manager
Location : Head Office
Closing Date : March 22,2023

Job Responsibilities:

- ▶ Defining and optimizing the processes and systems for gathering, managing, visualizing, and reporting on data
- ▶ Developing processes for intake and resolution of internal data requests.
- ▶ Understanding stakeholder priorities and having a framework for measuring, monitoring, and managing the work that your team does to support these priorities.
- ▶ Developing metrics, tracking, and regular reporting that allow quick decision making and provide executive leadership with regular analysis of activities and business health.
- ▶ ETL (Extract, Transform and Load) process from multi source into data warehouse.
- ▶ T24 routine and program. Mainly on data extraction from CBS.
- ▶ Deriving business insights based on the analyzed data and reports created, offering narrative reports and interpretation as needed.

Qualification and Experiences:

- ▶ Bachelor's degree required; or related equivalent degree preferred
- ▶ 1+ years of experience with T24 routine
- ▶ Ensure data quality for CBC daily and monthly upload
- ▶ Solid understanding of data structures and algorithms
- ▶ Experience with data and business systems management
- ▶ Advanced computer skills (Oracle Plsql, SQL Server, Analysis services)
- ▶ Experience in Banking or Financial section is preferred
- ▶ Ability to relate positively and professionally with colleagues, vendors, and clients
- ▶ Ability to manage projects and complete tasks by meeting timelines and goals
- ▶ Good critical thinking, analytical, and problem-solving skills
- ▶ Ability to organize, prioritize, and accomplish a variety of tasks or demands
- ▶ Ability to work independently or as a team member;
- ▶ Good in problem solving and analysis skills;
- ▶ Good organization and execution skills.

Benefits

- ▶ AMK provides a competitive salary package to the employees
- ▶ Salary increment rate every year
- ▶ Khmer new year bonus (100%)
- ▶ Phchum Ben bonus (50%)
- ▶ Retirement bonus (300%)
- ▶ AMK Pension fund (Up to 84%)
- ▶ Retention bonus (Up to 200%)
- ▶ Seniority payment (Backward & Forward)
- ▶ Incentive (no cap base on performance)
- ▶ Uniform allowance
- ▶ Phone allowance

- ▶ Moto rental allowance
- ▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff
- ▶ Accident insurance 24/7days
- ▶ Birth delivery package (up to 2,400,000)
- ▶ Staff loan (lower rate at 2%)
- ▶ Annual leave 18 days per year
- ▶ Paid Sick leave & maternity leave (up to 6 months)
- ▶ Capacity development and opportunity to promote per job requirement
- ▶ Working condition in accordance to the Cambodian Labor Law

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

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
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.