

# 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** : Senior Branch Network Officer ( 01 Post )  
**Report To** : Branch Network Manager  
**Location** : Head Office  
**Closing Date** : April 07, 2023

## Job Responsibilities:

- ▶ Develop tool and follow up the office, ATM rental contract and renew rental contract with branches.
- ▶ Tracking all rental contract 1 time per week and then negotiate with landlord related to new rental condition.
- ▶ Branch visit to study on location and finding new location for office to set up new project either relocated.
- ▶ Visit branch which contract is nearly expire and find other new option and data to propose to the Office Committee and ATM Committee.
- ▶ Prepare proposal of Office and ATM to committee for making decision.
- ▶ Prepare minute meeting after committee making decision.
- ▶ Negotiate with landlord for doing rental contract.
- ▶ Prepare all rental Office and ATM Contract with Landlord, Legal, and finance department.
- ▶ Prepare all relate document as require by legal to support on applying for license.
- ▶ Prepare all relate document as require for insurance Purchas
- ▶ Other tasks will be assigned by line manager.

## Qualification and Experiences:

- ▶ Bachelor's degree in business administration, Architecture, or Engineering.
- ▶ 2 year experiences in related jobs.
- ▶ Proving skills at problem solving, negotiation, interpersonal, administration, understanding contract term, building and maintaining relations.
- ▶ Be able to work with agency/external network for location finding
- ▶ Be able to use related software/computer programs, especially Microsoft Excel or Power BI.
- ▶ Be able to promote and adapt the AMK culture.

## Benefits

<ul style="list-style-type: none"><li>▶ AMK provides a competitive salary package to the employees</li><li>▶ Salary increment rate every year</li><li>▶ Khmer new year bonus (100%)</li><li>▶ Phchum Ben bonus (50%)</li><li>▶ Retirement bonus (300%)</li><li>▶ AMK Pension fund (Up to 84%)</li><li>▶ Retention bonus (Up to 200%)</li><li>▶ Seniority payment (Backward &amp; Forward)</li><li>▶ Incentive (no cap base on performance)</li><li>▶ Uniform allowance</li><li>▶ Phone allowance</li></ul>	<ul style="list-style-type: none"><li>▶ Moto rental allowance</li><li>▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff</li><li>▶ Accident insurance 24/7days</li><li>▶ Birth delivery package (up to 2,400,000)</li><li>▶ Staff loan (lower rate at 2%)</li><li>▶ Annual leave 18 days per year</li><li>▶ Paid Sick leave &amp; maternity leave (up to 6 months)</li><li>▶ Capacity development and opportunity to promote per job requirement</li><li>▶ Working condition in accordance to the Cambodian Labor Law</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.