

# 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** : **Specialized Lease Officer ( 15 Posts )**  
**Report To** : **Relationship Manager, Leasing**  
**Location** : **All Branches in Phnom Penh**  
**Closing Date** : **May 31, 2023**

## Job Responsibilities:

- ▶ Increase number of corporate dealers to be channel with AMK
- ▶ Maintain good relationship with respective dealers
- ▶ Increase dealer satisfaction rate
- ▶ Conduct primary client application and assessment for lease size bigger than 5,000USD
- ▶ Check and analyze CBC report of client
- ▶ Ensure application quality before passing on the next working level
- ▶ Ensure AMK display at dealer is enough
- ▶ Gather and report feedback from dealers to improve AMK customer service
- ▶ Be informed and updated to the market situation and competitor competitive advantage
- ▶ Build AMK competitive advantages in the market amongst the competitors
- ▶ Other tasks assigned by supervisor

## Qualification and Experiences:

- ▶ Bachelor's degree required, preferably in business (banking, finance, accounting, economics or marketing)
- ▶ One-year experience in sales and operations in the microfinance/leasing industry
- ▶ Prior business development experience required, microfinance, banking, or leasing industry is preferred
- ▶ Good personal computer skills
- ▶ Working proficiency in English, strong commitment and keen

## 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 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 based 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 overseas 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.