

# 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** : SME Control Officer ( 01 Post )  
**Report To** : SME Control Manager  
**Location** : Head Office  
**Closing Date** : January 30,2024

## Job Responsibilities:

- ▶ Contribute a development of SME product, more focus on controlling and procedure of loan recovery.
- ▶ Monitoring Loan follow up report by branches staff.
- ▶ Manage, monitor and evaluate field's staff performance to ensure that it's comply with the policy.
- ▶ Manage and monitor daily loan overdue and update status to supervisor.
- ▶ Field visit and support Sale Manager to sale SME loan.
- ▶ Make sure that field staff is perform comply with the obligation and internal control.
- ▶ Update and reporting to supervisor, Sale report, Application report ....
- ▶ Visit Overdue client (30+) and looking for solution
- ▶ Support when any case (PAR) to court
- ▶ Keep update the competitors' information, including their products, services and other marketing activities.
- ▶ Work with Relationship Manager and Sale Managers to effectively supporting.
- ▶ Other tasks assigned by Head of Commercial Business

## Qualification and Experiences:

- ▶ Bachelor's Degree in relevant field
- ▶ At least 3-year experiences in banking, microfinance or other field.
- ▶ Good communication in English (written and spoken)
- ▶ Ability to work with cross functional teams
- ▶ Strong conceptualization and analytical skills
- ▶ Honesty and excellent interpersonal skills
- ▶ Can travelling to the province

## 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>▶ Pchum Ben bonus (Up to 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 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.