

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 : **Employee Relation Officer (01 Post)**
Report To : **Employee Relation Manager**
Location : **Head Office**
Closing Date : **May 07, 2025**

Job Responsibilities:

- ▶ Develop and implement employee relations policies and procedures.
- ▶ Provide guidance and support to managers and employees on employee relations issues.
- ▶ Investigate and resolve employee complaints and grievances.
- ▶ Conduct exit interviews and provide feedback to management.
- ▶ Develop and conduct employee orientation training programs.
- ▶ Monitor and analyze employee relations trends and recommend proactive measures to address issues.
- ▶ Collaborate with cross function to ensure compliance with employment laws and regulations.
- ▶ Manage employee discipline and performance improvement processes.
- ▶ Partner with business leaders to develop and execute employee engagement initiatives.
- ▶ Any other related duties/projects assigned by the direct line-manager from time to time to meet the department needs.

Qualification and Experiences:

- ▶ University education in Business Administration/ Human Resource Management.
- ▶ One-year experience in HR function, or HR-Compliance.
- ▶ Understanding the micro-finance sector is preferred.
- ▶ Good communication, facilitation and good interpersonal skills.
- ▶ Good in written and spoken English.
- ▶ Strong computer skills (Microsoft office).
- ▶ High motivation and ability to work without supervision.
- ▶ Have Analytical skill is preferred.

Benefits

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| <ul style="list-style-type: none">▶ AMK provides a competitive salary package to the employees▶ Salary increment rate every year▶ Khmer new year bonus (100%)▶ Pchum Ben bonus (Up to 50%)▶ Retirement bonus (300%)▶ AMK Pension fund (Up to 84%)▶ Retention bonus (Up to 200%)▶ Seniority payment (Backward & Forward)▶ Incentive (no cap based on performance)▶ Uniform allowance▶ Phone allowance | <ul style="list-style-type: none">▶ 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 |
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Interested candidates should apply by sending a CV and a cover letter to all AMK branches and 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.