

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 : **Administration Manager (01 Post)**
Report To : **Deputy Head of Operations**
Location : **Head Office**
Closing Date : **May 12, 2025**

Job Responsibilities:

- ▶ Manage the administration of the Head Office and provided support to Head Office administration and maintenance processes.
- ▶ Take leadership to ensure effective and efficient of Logistic and fleet management process, including managing the digitalization processes.
- ▶ Ensure that goods are transferred between Head Office and the Branches in the most efficient and seamless manner, including managing and maintaining the digitalization processes to maintain efficiencies.
- ▶ Manage the inventory tracking to optimize inventory control procedures, and analyze detailed reports on inventory, stock levels, and adjustments.
- ▶ Manage office safety and security across the Head Office and the safe operations for all staff, and manage the performance of all contractors.
- ▶ Ensure that the head office maintenance is performed on a proactive and regular basis and that all administration services are managed effectively and emergencies are responded in a prompt and rapid manner.
- ▶ Ensure that the physical fixed assets/inventory are performed in a timely manner and the fixed asset register is correctly reconciled.
- ▶ Oversee the order of office supplies to ensure that they are completed Order new supplies to avoid inefficiencies or excessive surplus.
- ▶ Ensure the well implementation on reception work and its process under result of performing any administration checklists.
- ▶ Oversee the administrative functions within the New Head Office development, and develop a plan for the transition to the New Head Office.
- ▶ Management and oversight of the Business Continuity Plan and action to ensure that it is well maintained and supported.
- ▶ Develop and enhance operational processes of administration unit and lead the development of policies and procedures to streamline activities.
- ▶ Ensure that effective documentation is in place, in the form of user guides and implement operational improvements to reduce operational costs, tighten controls, and improve administration service quality.
- ▶ Liaise with both internal/external auditors in compliance with the company requirement.
- ▶ Take leadership to respond to and resolve all internal audit findings and submit recommendations to the Head of Operations to improve processes in systems and processes.
- ▶ Review and control the administration unit budget planning and preparation, and ensure that new investments and developments are adequately planned and accounted.
- ▶ Collect and facilitate the supports of other departments and concerned committees so that the Administration Unit receives solutions to all issues, problems, and challenges.
- ▶ Provide training and coaching to the administration unit in order to strengthen their capacity with leading by constructive feedback and motivation for result oriented.
- ▶ Produce the Daily, monthly, quarterly, and annually report and checklist report for performance management and better service improvement.

Qualification and Experiences:

- ▶ Bachelor's degree in Accounting, Banking or Management.
- ▶ At least 3 years' relevant work experience in banking or micro finance, at least two year are in a management position.
- ▶ Strong interpersonal and negotiation skills and clear presentation and communication experience.
- ▶ Demonstrated ability to consult and work a team and work well to others.
- ▶ Demonstrated ability to work independently without close supervision.
- ▶ Strong written and spoken communication skills in English and Khmer.
- ▶ Microfinance/banking sector experience is an advantage.
- ▶ Strong level of ethical conduct, integrity, probity and accountability.
- ▶ Able to relate well to others and to work independently without close supervision.

Benefits

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