

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 Procurement Officer (01 Post)
Report to : Procurement Manager
Location : Head Office
Closing Date : May 12, 2025

Job Responsibilities:

- ▶ Oversee all operations related to Goods and Services Purchasing, including daily activities, calls for tenders, negotiations, supplier qualification, supplier performance reviews, audits, visits, periodic evaluations etc.
- ▶ Oversee the preparation and processing of purchase orders, contracts, and requisitions.
- ▶ Monitor and forecast material needs based on sales trends and project demands.
- ▶ Work closely with branch and operations teams to ensure timely purchase and delivery.
- ▶ Analyze procurement data and generate reports to support strategic decisions.
- ▶ Ensure that all purchasing processes are carried out in accordance with company policies and proper documentation.
- ▶ Monitor purchasing processes and contribute to their continuous improvement whenever possible.
- ▶ Monitor purchasing performances, support to procurement unit task and finance department related to own tasks and activities.
- ▶ Maintain strong supplier relationships and build strategic partnerships to ensure continuous supply.
- ▶ Perform ad-hoc assignments and missions as and when required by Management.

Qualification and Experiences:

- ▶ Bachelor's degree in Administration or Accounting, Procurement management.
- ▶ At least 3-5 years working experience related, experience in finance or banking is a plus.
- ▶ High level of integrity and honesty.
- ▶ Very good communication and negotiation skills in Khmer and English.
- ▶ Good interpersonal skills.
- ▶ Able Computerize in Microsoft office (Word, Excel, Power Point).

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 base 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. Chamkarmorn, 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.