



# Vacancy Announcement

## Exciting Career Opportunity



Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our “Employer of Choice Bank”

### Staff, Bancassurance Office (01 position based in Head Office, Phnom Penh)

The primary function of the position is to assist in Developing Bancassurance operation process and new sale campaigns, build good relationship with insurance partner, and conduct training when necessary.

### Main Duties

- Assist in developing Bancassurance operational process & procedure that compliance with regulation and risk assessment.
- Build good relationship between insurance partners.
- Assist in leading bancassurance operation
- Conduct training on insurance referral process and new insurance products
- Assist in develop new sale campaigns, strategies, activities, and incentive for bank staff.
- Facilitate on sale campaigns and technical supports.
- Facilitate between branches, insurer on claim request, customer complaint, and provide the suitable solution for staff and customers.
- Settle the premium collection, incentive, and commission with insurance company
- Work with IT team to develop system for insurance business
- Assist in Prepare and review monthly, quarterly and yearly operational plan with actual result.
- Submit regular report to various stakeholders.
- Do other tasks assign from management.

### Skills/ Experiences

- Bachelor degree in Financial and banking or other related fields.
- At least 1-year experience related to property management with Bank/MFI is preferable
- Ability to work effectively in a team and/or time-pressured environment.
- Organizational, time management, and strong communication skills (written and verbal)
- Computer literacy; in particular, Microsoft Word, Excel and Power Point.

### How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: [HR@ftb.com.kh](mailto:HR@ftb.com.kh) or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh. Only short-listed candidates will be contacted for interview. More information, please kindly contact phone number: 081 666 597 /081 444 197

