



# 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”

**Deputy Branch Manager** (01 position based in Phnom Penh)

### Main Duties

- Lead the team to provide excellent customer service and manage the branch operations such as teller counter, customer service desk, administration, and cash handling.
- Ensure end-of-day cash balance and accuracy of the transactions.
- Ensure appropriate checking for account opening and documentation is in order
- Review the security procedures and access to the vault and coordinate with the security company for cash delivery/collection.
- Assign and supervise the workload and work schedules of the team and update them on system functions, bank policies, and procedures.
- Ensure compliance with the Bank's policies and procedures.
- Promote and cross-selling the bank's products and services by proactive referring.
- Prepare necessary daily and monthly reports.
- Other tasks as assigned by the line manager.

### Skills/ Experiences

- Bachelor Degree in Banking or related field. MBA is preferable
- Three years' experience in bank branch management
- Strong customer network and relationship building skills
- Good organizational and time management skills
- A strong desire to work in a team and deal with challenge
- Excellent negotiation and internal & external relationship building
- Computer literacy and English language proficiency

### 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



+855 23 862 111



[hr@ftb.com.kh](mailto:hr@ftb.com.kh)



[www.ftb.com.kh](http://www.ftb.com.kh)

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