



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"

Senior Staff, Credit Card Unit -(01 Position based on Head Office- Phnom Penh)

This role is responsible for handling and reviewing on corporate purchasing card program and assist the manager to develop and implement the credit card operation.

Main Duties

- Assist manager in implementing credit card operation including the development of credit card policy, process, procedure and UAT testing.
- Handle and review the organization's corporate purchasing card program such as the issuance, renewal, and modification; cancellation, records retention, and distribution lists; compliance issues and customer service.
- Support manager in developing and implementing marketing plan to drive credit card grow and meet business target.
- Assist manager in facilitating the regular training to relevant stakeholders for better understanding card business and its performance.
- Assist manager in providing cardholder training, including quarterly presentations, and assisting with developing training aids.
- Assist manager in collecting data on market trend and assess competitors' activity to identify opportunity for growing credit card.
- Other task that may assigned by manager.

Formatted: Indent: Left: 0.24", Bulleted + Level: 1 + Aligned at: 0.55" + Tab after: 0.8" + Indent at: 0.8", Tab stops: Not at 0.8"

Qualifications

- Bachelor Bachelor's Degree or MBA in Management, Finance and Banking, or related field
- At least 2-3years' experience related to the said position
- Strong customer network and relationship building skills
- Initiative, Creative, Flexible, friendly, Honest and Hard Working
- Good organizational and time management skills
- Ability to respond with teams working, customers, and high commitment
- Advanced verbal and written communication skills
- 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 or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchechoslovaquie Blvd(169), Sangkat Veal Vong, Khan 7Makara Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597/081 444 179