



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"

Manager, Property Management Office/Deputy Head (01 Positions based in Phnom Penh)

The role of deputy head, administration department/ Manager Property Office is to assist head of department in overseeing and monitoring the projects of administration department covering the scope of daily operation, rental and renovation, bank facilities, general administration etc., and maintain good relationship among communities, neighborhood, local authorities and other third parties.

Main Duties

- Oversee and manage property to be compliance with authorities, industry standard and best practices.
- Coordinate with technical teams for maintain the common areas and running of the project facilities.
- Ensure that operating procedures for each project run efficiently such as cleaning, security, waste collection, maintenance of common areas or services in facilities.
- Maintain and develop good relationships with service providers.
- Monitor and review the operations of internal staff or third parties providing services such as cleaning, security, landscaping, safety audit or repairs.
- Handle on-site practical issues and to deal with any problem that may require approval from the upper management level and ensure good communication among communities, neighborhood, local authorities and other third parties.
- Be reasonably available on call, out of office hours, in case of an emergency incident.
- Secure property by contracting with security patrol service, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
- Support and carry out emergency protocol and procedures.
- Prepare SOP for operation and general administration work (SOP, building manuals, Building Rules & Regulation, and operation paperwork).
- Oversee and coordinate with contractors on fit-out or renovation work.
- Strategically plan to optimize cost efficiency in common area and other facilities.
- Prepare the annual budget and report on financial performance regularly.
- Conduct regular building inspections and prepare reports.
- Material selection management as per design & budget
- Monitor on CAPEX/OPEX management and quality control management
- Do other task assigned by Head of Department.

Skills/ Experiences

- Bachelor's degree or Master Degree in any related field.
- Minimum 5-10 years' work experience, property and customer service-related work experiences
- Knowledge of property maintenance and repairs
- Strong quality control management and CAPEX/OPEX management
- Strong organizational and multitasking abilities
- Good Communication Skill and problem solving
- Strong Leadership and Negotiation Skill
- Flexible and responsive to the issue
- able to handle multi-tasking
- ability to work with others
- able to work under pressure

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, Tcheoslovaquie 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