



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, Credit Admin & Credit Documentation Unit (01 Positions based in Head Office)

The role involves in preparing and managing legal and loan documents, ensuring proper storage and safeguarding of files, administering consumables, monitoring loan repayments, preparing reports.

Main Duties

- Prepare legal documents (agreements) for thumbprint verification on agreements;
- Manage loan documents to ensure they are properly organized and stored in the correct order on a daily basis;
- Manage incoming and outgoing files within the division to ensure proper tracking and organization;
- Administer and distribute consumables to various departments as needed;
- Take notes, hand over, receive, and borrow documents as required;
- Prepare legal documents for loan disbursement and ensure they are securely stored in the vault;
- Prepare and review loan contract files in the strong room;
- Safeguard security documents, including loan files to ensure their protection and integrity;
- Follow up on loan repayments, take action on past dues, and monitor loan customers until fully settled;
- Prepare reports for customers deducting principal and paying off loans to the Credit Officer;
- Prepare documents for loan settlements;
- Ensure all agreements are properly signed, including conditions precedent and security documents;
- Prepare a disbursement checklist to ensure compliance with the Bank's Terms & Conditions;
- Perform monthly file checks and submit reports to the Manager, Credit Administration Office;
- Perform any other relevant duties as assigned by management.

Skills/ Experiences

- Bachelor's degree in Banking and Finance or a related field.
- At least 1-year experience in MFI and bank.
- Loan Contract Skills;
- Loan File Management;
- Quality Control Skills;
- Core Banking Skills;
- Administrative Skills;
- Analysis Skills;
- Communication Skills and Time Management Skills;
- Teamwork Skills and Problem-solving Skills;
- Good command of English, both written and spoken;
- 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 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



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www.ftb.com.kh

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