



# 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, Credit Administration Office (01 Positions based in Head Office)

The Manager, Credit Administration Office is responsible for day-to-day operation of back office processing and oversee all the tasks of Credit Administration Office.

#### Main Duties

- Establish loan contract forms for the loan process, oversee the use of these forms, and verify all loan contracts and customer loan documents;
- Update loan contracts by coordination with the legal department and other relevant parties through regular reviews;
- Manage, oversee, and register all types of collateral, as well as handle the de-registration process;
- Input customer loan data into the bank's system, manage loan data, generate loan reports, support the extraction of loan data, and analyze loan portfolios;
- Hand over loan documents, prepare and maintain them accordance with technical specifications, and ensure their safekeeping to prevent loss or damage;
- Identify training and development needs for subordinates, and ensure that the required training programs are budgeted for and executed;
- Stay updated with bank's policies and procedures, changes in laws and regulations to ensure compliance and recommend necessary adjustments to internal control systems and processes;
- Set the key performance indicators (KPIs) for subordinator and monitor on their performance to achieve the set target;
- Perform any other relevant duties as assigned by management.

#### Skills/ Experiences

- Bachelor's /Master's Degree in Business Management or a related field.
- At least 5 years' experience in MFI/Bank with at least 3 years in managerial capacity.
- Report Management;
- Collateral Management;
- Credit Core Banking Management;
- Loan Document Management;
- Good Understanding of legal document;
- Good Understanding of English;
- Good knowledge in Microsoft, Outlook, and Core Banking System.
- Analytical thinking and problem-solving;
- Good communication verbally and written;

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

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