



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 Leasing Officer (1 Position based in FTB Tower)

A Senior Leasing Officer oversees day-to-day leasing operations, drives property occupancy targets, and manages tenant relations. Lead leasing agents, negotiate agreements, conduct market research, and ensure compliance with real estate regulations to maximize portfolio profitability

Main Duties

- Oversee property viewings, prepare lease proposals, and negotiate terms with prospective tenants.
- Manage move-ins and move-outs, resolve tenant concerns, and foster positive, long-term relationships.
- Monitor competitor activities, analyze rental trends, and recommend adjustments to rental pricing.
- Monitor digital listings, oversee social media outreach, and coordinate local marketing campaigns.
- Ensure lease agreements align with company policies and legal requirements, track and report portfolio performance
- Review application files, approve background checks, and sign off on lease contracts.
- Coordinate property tours, execute marketing campaigns, and update online rental listings.
- Assist with the collection of rent payments, application fees, and security deposits.
- Track leasing metrics, generate weekly traffic reports, and present data to management.

Skills/ Experiences

- Bachelor's degree in Business Administration, Real Estate Management, Marketing, or a related field.
- Minimum of 2-3 years of progressive experience in commercial/residential leasing, sales, or property management.
- Proficiency in property management software.
- Strong sales closing skills, conflict resolution, and deep knowledge of Fair Housing laws.
- Strong communication and negotiation skill.

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, 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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