



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"

Trainee, Corporate Deposit (03 Positions based in Head Office)

The Corporate Deposits & Document Management Trainee will support the Corporate Banking teams with portfolio administration while leading the scanning, indexing, and filing of high-value institutional client agreements.

Main Duties

- Scan and digitize physical corporate deposit agreements, mandates, and legal contracts.
- Index and categorize files systematically within the electronic document management system.
- Audit physical and digital archives to locate, flag, and update missing client files.
- Maintain strict version control over corporate onboarding documentation and forms.
- Prepare daily deposit balance summary logs and liquidity tracking spreadsheets.
- Verify corporate client signatures and Know Your Customer (KYC) documentation for accuracy.
- Liaise with the operations team to confirm receipt of high-value transfer documentation.
- Prepare document packages and mailings for corporate client signature collection.
- Draft routine email updates regarding file statuses for relationship managers.

Skill/Experiences

- Senior Student pursuing a degree in Finance, Business, Information Management, or related fields
- High proficiency in Microsoft Excel, PDF management tools, and cloud storage systems.
- Exceptional attention to detail with an ability to manage high volumes of paperwork.
- Strong methodical focus required for repetitive, high-accuracy sorting and filing tasks.
- Absolute discretion when handling sensitive corporate financial documents.

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

