



# Vacancy Announcement

## Exciting Career Opportunity



Foreign Trade Bank of Cambodia (FTB) has been providing customers with safe and reliable banking services since 1979. As the first and foremost bank in Cambodia, FTB's vision is to be the preferred commercial bank in Cambodia. FTB is committed to continually helping support customers to grow and prosper while offering stable and long term career opportunities for all staff. As we continue to expand the operation and to build a high performing team to support long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our *"Employer of Choice Bank"*:

### **VIP Banking Officer (02 positions based in Phnom Penh)**

This role is responsible for acquiring & managing the clients to grow the bank's business. The incumbent will build a thorough understanding of each client's financial requirements and will focus on providing best services to retain and build deeper relationships with clients

#### **Main Duties**

- Meet with clients to promote and sell the Bank's services and products and to achieve sales targets
- Process new account opening and banking transaction for the customers following FTB service standards
- Grow the business by creating effective referral networks and build relationship with key business contacts
- Continually build product knowledge and awareness to promote and sell the bank's products and services
- Ensure compliance with the Bank's policies and procedures
- Proactively determine customer's need to actively sell the bank's full range of product and services
- Record both customers information and daily operations into T24 system
- Act as a key advocate to existing and potential customers
- Assist others where needed

#### **Skills/ Experiences**

- Bachelor Degree in Banking, Marketing or related field
- Minimum of one year in Marketing, customer service and Sale with Bank/MFI are preferable
- Strong customer service and sales-oriented personality
- Previous sales experience is highly recommended
- Good organizational and time management skills
- A strong desire to work in a team and sales environment
- English language proficiency, Chinese language is a plus
- Computer literacy in Microsoft Office Word & Excel

#### **How to Apply:**

**Submission Deadline:** 30 September 2020 at 05:00 PM

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: [HR@ftbbank.com](mailto:HR@ftbbank.com) or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh.

Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597/081 666 535

☎ : 023 862 111

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Investing in the future