



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 Administration Unit (CBC) (01 position based in Head Office)

This role has prime responsibility for uploading client loan data into CBC systems for both consumer and commercial. The position has wide-ranging responsibilities, including manual upload weekly/monthly, input the client information into master list, enquiry, reporting and managing all issue related to CBC enquiry and upload.

Main Duties

- Understanding of reading CBC report both consumer and commercial.
- CBC data enquiry.
- Collect information of new loan disbursement from all branch CO.
- Input information into master list for data upload weekly and monthly.
- Managing all report which required by CBC company.
- Solve all issue related to CBC enquiry and data upload.
- Respond to monthly issue with suspicious account after upload.
- Quarterly of data verification report.
- Monthly summarize a CBC enquiry payment list.
- Attend CBC training program and continue self-development.
- Other duties as assigned by the line Manager.

Skills/ Experiences

- Bachelor in Finance, Banking or related fields.
- Proven previous work experience as CBC data enquiry and upload manually at least 2 years.
- Sound understanding of credit term, loan type, product type, loan cycle, loan ID, loan status, core banking
- Work hard, be patient, clean work to meet the deadline responsibilities.
- Computer literacy (Microsoft Office: Word and Excel).
- English language proficiency.

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: hr@ftbbank.com 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: 081 666 597/081 666 535

☎ : 023 862 111

E-mail: hr@ftbbank.com

www.ftbbank.com

: www.facebook.com/ftbcambodia

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Investing in the future