



# 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 of Trade Finance Unit** (01 position based in Head Office, Phnom Penh)

The primary function of the position is to work and assist closely with direct supervisor of Trade Finance functions.

#### **Main Duties**

- Use SWIFT network to communicate with all correspondent banks
- Issuing the Documentary Letter of Credit (L/C), Bank Guarantee (BG), Checking and preparing the documents presented by negotiating bank and collecting payment for each L/C.
- Received the Documentary Letter of credit from the correspondent bank
- Received the documents preparing and checking for D/P or D/A (Documents against Payment or Documents against Acceptance.
- On maturity date make the payment for L/C terms and conditions.
- Promote Customers to use bank services
- Do other tasks assigned by manager

#### **Skills/ Experiences**

- At least Bachelor Degree in Banking, Business Administration , Accounting or related field
- At least 1 year experience in Trade Finance, International Remittance , and SWIFT
- Knowledge of National Bank's regulations, international laws, AML, SWIFT system and related
- A strong desire to work in a team and deal with challenge
- Excellent negotiation and internal & external relationship building
- Strong customer service and result-oriented personality
- Good organizational skill, time management, and team building
- English language proficiency
- Computer literacy in Microsoft Office Word & Excel.

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

Interested candidates, please submit your most updated CV (**with current photo**) and a cover letter to this mail address: [HR@ftbbank.com](mailto:HR@ftbbank.com) or 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