

## 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**”

### **Manager, Administrative Office** (01 position based in Head Office, Phnom Penh)

Directly reporting to Head of Administrative Department. This role is 2nd in charge of head and responsible for developing, managing and leading the Administrative Office to reach the Administrative Department's strategic plan.

#### **Main Duties**

- Assist the Head of Administrative Department in managing overall administrative activities for the office and staff members.
- Assist the Head of Administrative Department in developing, reviewing, and improving administrative systems, policies, and procedures.
- Remaining responsible for the day-to-day facilities operations including supervising the maintenance and alteration of office areas and equipment, purchasing office supplies, stationary, furniture, office equipment etc. for staff.
- Performing administrative work such as filing, sorting, and distributing mail;
- Working with the Finance and Accounting management teams to set budgets, monitor spending, and other expenses.
- Maintaining confidentiality of sensitive and confidential information.
- Will be participating in a wide-range of company projects, arrange and co-ordinate meetings and events.
- Performing other work-related duties as assigned including supporting corporate compliance team as needed.
- Maintains working relationships and communicates with all departments.
- Verifies that accurate room status information is maintained and properly communicated.
- Receive and interact with incoming visitors, resolves visitor problems quickly, efficiently, and courteously.
- Overseeing special projects and tracking progress towards the Bank goals.
- Building and expanding on skills by engaging in educational opportunities.

#### **Skills/ Experiences**

- Bachelor's Degree or MBA in Management or related field.
- At least 5-year experiences working in Administrative fields at banking industry and plus 3 year experiences in Administrative Manager Roles.
- Strong computer and organizational skills
- Excellent communication (oral and written) and attention to detail
- Ability to work independently and as part of a team, self-motivation, adaptability, and a positive attitude
- Ability to learn new techniques, perform multiple tasks simultaneously, keep accurate records, follow instructions, and comply with the Bank policies
- Proficient computer skills and in-depth knowledge of relevant software (ex. MS Office Suite)
- Knowledge of standard office administrative practices and procedures.

#### **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](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 /081 666 153

☎ : 023 862 111

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