

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**”

Recruitment Officer (01 position based in Head Office, Phnom Penh)

Working closely with HR manager and various departments, this position is responsible for supporting and coordinating the whole recruitment process to achieve FTB’s Recruitment Plan.

Main Duties

- Prepare job announcements for all positions required by manager
- Post job announcements on FTB’s websites, Social Media and other recruitment agencies
- Register and participate in any recruitment activities or events such as career fair, career presentation at universities etc.)
- Sourcing and reaching out to qualified candidates for current open roles.
- Screening CVs of candidates and contact potential candidates for testing.
- Assessing candidate to be ensure the qualification match with company requirement.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Process reference check and/or home visit.
- Negotiate salary
- Process health check-up
- Inform successful candidates on-board to related departments/branches
- Perform other duties as assigned by Supervisor/Manager

Skills/ Experiences

- Bachelor degree in Business Management or related fields
- At least one year of experience in HR management with banking sector or MFIs
- Knowledge of Cambodian Labor Law and labor market
- Good organizational and time management skills
- A strong desire to work in a team and deal with challenges
- Good negotiation and internal & external relationship building
- Enjoy working with people and be patient, tactful, and approachable
- Proficiency in English and computer skills

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 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