

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**”

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

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

Main Duties

- Consolidate and manage the number of staff needed.
- Handle and manage internal and external job announcement.
- Collaborate with hiring managers to set qualification criteria for future employees.
- Register and participate in any recruitment activities or events such as career fair, workshops and career presentation at universities etc.
- Assessing candidate to be ensure the qualification match with company requirement.
- Manage and lead recruitment process (Screening, shortlist, conduct interview, negotiate salary, process reference check or home visit, and process health check-up etc.
- Maintain a database of potential candidates for future job openings.
- Design and implement the overall recruiting strategy.
- Attracts applicants by placing job advertisements.
- Inform successful candidates on-board to related departments/branches.
- Perform other duties as assigned by Manager.

Skills/ Experiences

- Bachelor degree or MBA in Business Management or related fields.
- At least three year of experience as a recruiter 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