



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, Cash Management Unit (01 Positions based in Phnom Penh)

This position is designed to perform daily operation of (i) selecting quality notes for Head Office ATM offsite & Branches (ii) replenishing notes for the assigned Head Office ATM Offsite (iii) looking after property of Head Office Vault with a timely, quality and accurately manner. It is expected that the incumbent should have a good understanding of Head Office Vault management included cash movement, counterfeit note and ATM knowledge with personal attitude of positive, honest, careful, commitment and team work.

Main Duties

- Select and classify quality notes both USD and KHR currencies to support ATM offsite and Branches on a daily basis;
- Support on cash arrangement/movement to/from NBC, Branches and ATM offsite;
- Replenish notes into the assigned ATM offsite cassettes as reserved with carefully arrangement of cassettes, name tag, key, record of amount, number of ATM offsite designated location and seal number;
- Work with delivery company for cash movement to/from NBC, Branches and ATM offsite as to bring the reserved cassettes to load into the ATM offsite as well as to take back the cassettes after replacement with carefully count/ verify all notes in cassettes then move to vault;
- Prepare letter/document related to withdrawal/deposit fund at NBC, NBC's check, Denomination and delivery invoice with seal;
- Monitor and Work closely with related team for maintenance the ATM offsite of error, retract, combination change on a timely basis;
- Look after the property in Head Office Vault of Cash, Cassettes for ATM offsite and Counting Machine;
- Prepare regular/ad-hoc reports;
- Perform additional tasks/projects assigned by line manager.

Skills/ Experiences

- Bachelor Degree in Banking, Business Admin or other related fields;
- Minimum 2 years of banking experiences related knowledge to Cash Management, Counterfeit note & ATM;
- Working Cash management, cash movement, counterfeit note, ATM and Letter/Report preparation and stakeholder engagement;
- Attention to details, productivity & accuracy with time management skill;
- Accountability and honest with record of team spirit & collaboration;
- Fostering Collaboration, Good Communication & Interpersonal Awareness, Innovativeness and Professional Knowledge and Skill;
- Ability to use and communicate in both Khmer and English;
- Good at computer skill in particular of Ms Work & Excel.

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (**with current photo**) to: hr@ftb.com.kh 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: 081 666 597/081 444 179



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www.ftb.com.kh

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