

Job Title : Personal Banker

OVERALL PURPOSE:

- ◆ You will fully perform/responsible to promote the Bank's products and services available such as mobile banking, new account acquiring, VISA/MASTER Card, loan, deposit, etc.
- ◆ To identify/acquire and handle sales opportunities either phone call and sites visit and introduce customers to Senior Officer, Credit Operations and/or BM whoever possible.

RESPONSIBILITIES:

- ◆ Perform sales call and visit at customer's site and participate in sales events of the Bank's to promote and sales the Bank's products and services.
- ◆ Build list of prospect customer, identify and approach potential customer to open account, mobile banking, VISA/MASTER Card, loan, deposit, etc.
- ◆ Maintain good relationship with customers, dealers, and relevant local authorities.
- ◆ Participate in loan disbursement and collect monthly payments.
- ◆ Conduct survey with others Bank for products and service competitiveness.
- ◆ Research for new entrance businesses in downtown and build relationship with all businesses' owner.
- ◆ Assist customer to process special request for existing and new customers if required.
- ◆ Prepare marketing letter send to customer if applicable.
- ◆ Prepare daily, weekly, monthly sales report and monthly sales/marketing plan
- ◆ Support Senior Officer/Officer to check and verify documents requirement before loan submission
- ◆ Other job assigned by management

Others:

- ◆ Work directly with Sangkat, Khan and Cadastral Offices for title deed registration
- ◆ Process the charge of registration on title deed and check the securities for legality purpose
- ◆ Assist Senior Officer/Officer for thump print on the legal documents.

QUALIFICATIONS REQUIREMENTS:

- ◆ Bachelor Degree in Banking & Finance or related field of study
- ◆ At least 6 months of experiences in sales and marketing in Bank/MFIs or others.
- ◆ Good interpersonal skills to interact with people at all levels is a plus
- ◆ Good communication skills including English and Chinese proficiency
- ◆ Active and pleasant personality and ability to handle complaints
- ◆ Ms. Office skills are required.

Contact Info:

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