

**Job Title : Senior Officer, Secretariat**

**OVERALL PURPOSE:**

- ◆ Assist Head of Legal and Secretariat to ensure proper arrangement of key meetings of the Bank.

**RESPONSIBILITIES:**

- ◆ Translating documents from English to Khmer and Khmer to English as required by banks.
- ◆ Amend relevant policy and guideline.
- ◆ Assist Head of Legal and Secretariat in supporting the management teams in their regular and ad-hoc meetings.
- ◆ Assist Head of Legal and Secretariat in editing/reviewing/drafting corporate text or proposal.
- ◆ Drafting and reviewing required and application documents to submit to NBC for approval.
- ◆ Perform any other duties as assigned by Management from time to time.

**REQUIREMENTS**

- ◆ Graduate University Degree in business administration or English literature or other related field
- ◆ At least 4 year working experience preferably in financial institutions as Company Secretary or Executive Assistant or relevant positions
- ◆ Good writing skill in English and Khmer language. Chinese language is a plus
- ◆ Good general knowledge and understanding of Banking Operations, finance, products and services, legal and compliance
- ◆ Good knowledge in using office software packages (MS Word, Excel, PowerPoint, internet and email.etc)
- ◆ Be able to supervise team members, work under pressure and complete tasks based on the deadline Attention to detail, analytical, mature, communicative, good time arrangement, hardworking, and flexible
- ◆ Be able to work independently with little supervision.

Contact Info:

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