

Job Title : Officer, Public Affairs

OVERALL PURPOSE:

- ◆ Responsible for supporting the execution of all special projects and events for the Bank and its shareholders.

RESPONSIBILITIES:

- ◆ Assist in the delivery of projects on time and as per instruction
- ◆ Coordinate and execute tasks assigned by Unit Head, even outside of office hours
- ◆ Support and assist Marketing team for special business initiatives
- ◆ Administer the expenses documentation under Public Affairs unit, ensure timely submission to Finance
- ◆ Manage the proper inventory and storage of all materials for branch opening and special events

REQUIREMENTS

- ◆ Diploma or Degree in any field
- ◆ At least 2 years of working experience
- ◆ Business administration, event management, marketing agency
- ◆ Proficient in MS office - excel, PowerPoint.
- ◆ Ability to work in a fast-paced environment while managing multiple tasks.
- ◆ Attention to details and fast learner on routine tasks.
- ◆ Good written and verbal communication skills in English and Khmer
- ◆ Willingness to work beyond office hours to meet project deadlines or to attend to ad-hoc requests when required.
- ◆ Willingness to travel to different provinces as required to provide support to the bank's branches and events.
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Contact Info:

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