

Job Title : Officer, Secretariat

OVERALL PURPOSE:

- ◆ To assist in administrative tasks of Department

RESPONSIBILITIES:

- ◆ Assist in translation of the bank's documents from English to Khmer or vice versa
- ◆ Assist in translate of Prakas and Letters from National Bank of Cambodia and other institutions for GM's information
- ◆ Prepare daily economic news for Management's information
- ◆ Bind Meeting paper
- ◆ Perform other duties as required by Head of Secretariat

REQUIREMENTS

- ◆ Graduate University Degree in business administration or English literature or other related field
- ◆ 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 work independently with little supervision.

Contact Info:

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