

**Job Title : Recruitment**

**OVERALL PURPOSE:**

- ◆ Assist in full life recruiting and selection process, from talent identification to new hire on boarding
- ◆ Ensure that all clerical functions and reports required by Management and HR Head and Supervisors are accomplished and submitted within the timeframe given.

**RESPONSIBILITIES:**

- ◆ Recruitment
- ◆ Assist Officer/Senior Officer in full recruitment and selection process
- ◆ Schedules meetings and interviews as requested by supervisor
- ◆ Post Job Announcement
- ◆ Coordinate or facilitate the introduction to new staff.
- ◆ Maintain proper records and statistics of employment.
- ◆ Ensure all staff personal files meet the requirement of the bank and Cambodian Labor law.
- ◆ Files papers and documents into appropriate employee files.
- ◆ Performs other duties as assigned .

**QUALIFICATIONS REQUIREMENTS:**

- ◆ Bachelor's degree in business, human resources, or equivalent combination of education
- ◆ At least one (1) year experience or fresh graduate in related field
- ◆ Knowledge of Human resources management, learning and development
- ◆ Good command in written and spoken English
- ◆ Good communication skills and time management
- ◆ Decision making/problem solving skills
- ◆ Maintain a high level of confidentiality
- ◆ Advanced Computer user and ability to operate office machines

Contact Info:

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