

Job Title : Senior Officer, Secretariat

OVERALL PURPOSE:

- ◆ To ensure proper arrangements of key meeting of the bank.

RESPONSIBILITIES:

- ◆ Draft minutes for monthly meeting (MM, CC, ALCO, EC)
- ◆ Assist in stationery control and request for the Department
- ◆ File scanned and confidential documents in proper folders
- ◆ Assist in translation of the relevant bank's documents from English to Khmer or Vice versa
- ◆ Assist in translate of Prakas Letters from National Bank of Cambodia and other Institution for GM's information
- ◆ Perform other administration duties as required by head of legal and secretariat

REQUIREMENTS

- ◆ Bachelor's degree in business administration or other related field
- ◆ At least 2 years working experience preferably in financial institutions as company secretary or executive assistant or relevant position
- ◆ Good in general knowledge and understanding of Banking Operations, Finance, Products and Services, Legal and Compliance
- ◆ Good Knowledge in using office software word packages (MS Word, Excel, PowerPoint, Internet and email, etc.
- ◆ Attention to detail, analytical, mature, communicative, good time arrangement hardworking and flexible
- ◆ Be able to work under pressure and complete tasks based on the deadline
- ◆ Be able to work independently with little supervision

Contact Info:

Email: career@vattanacbank.com

Phone Number: 012 972 682/092 732 958