

**Job Title : Executive Assistant**

**OVERALL PURPOSE:** This is a full-time on-site role at Vattanac Bank in Phnom Penh. The Executive Assistant will be responsible for executive administrative assistance, company secretarial work, handling clerical tasks, providing top-notch customer service, and effective communication within the organization.

**RESPONSIBILITIES:**

- ◆ Make appointment, greet customers and visitors
- ◆ Set up travel arrangements, itinerary and accommodation for Management for local/overseas business trip/conference
- ◆ Set up travel arrangements, hotel/restaurant reservation for Board of Directors during the meeting
- ◆ Set up accommodation, transportation and entertainment arrangements for bank's visitors
- ◆ Prepare a proper filing including documents and correspondences, reports, and materials
- ◆ Provide professional assistance to manage and organize personal documents of CEO
- ◆ Maintain CEO's calendar, documents, and incoming-outgoing mail
- ◆ Keep CEO updated and informed of any suggestions for improvement, resource requirements
- ◆ Liaise with other departments and ensure proper teamwork and well cooperation
- ◆ Translate letter from ministries and other institutions as required
- ◆ Provide general administrative office support to CEO

**Qualifications**

- ◆ Clerical Skills, Company Secretarial Work, and Executive Administrative Assistance
- ◆ Strong Communication and Customer Service skills
- ◆ Experience in managing executive-level administrative tasks
- ◆ Proficiency in office software and tools
- ◆ Ability to prioritize tasks and work efficiently in a fast-paced environment
- ◆ Attention to detail and high level of accuracy
- ◆ Previous experience in banking or financial institutions is a plus
- ◆ MBA or bachelor's degree in business administration or related field

Contact Info:

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