



Vacancy Announcement



FTB

ធនាគារពាណិជ្ជកម្មកម្ពុជា
Foreign Trade Bank of Cambodia

Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is Cambodia's first and foremost bank. It has been providing customers with safe and reliable banking services for over 37 years. With our head office in Phnom Penh, we currently operate eleven branches and office in Phnom Penh, Sihanoukville, Siem Reap, Battambang and Kampong Cham province and plan to continue expanding our distribution network. In order to cope with the growth, we are looking for highly motivated and qualified candidates to join with our "Employer of Choice" bank:

Staff of Cards & E-Banking Department (05 positions based in Phnom Penh)

Working closely with Senior Manager of Cards & E-Banking Department, this role is responsible for Control and issuing both VISA & ATM Card and supporting all branch.

Main Duties

- Perform & Control activities in Card operation, such as issuing VISA and ATM Card
- Work closely with branches and related department for issuing card
- Make sure the process quality & quantity of work flow in card operation are complying with the standard of payment network
- Data entry information of customer in system
- Prepare report on incoming & outgoing VISA settlement service
- Support chargeback from customer to related department
- Respond all questions & issues at branch & customer related to card operation
- Do other task assigned by management

Skills/ Experiences

- Bachelor Degree in Banking, Accounting, Management or related field
- Minimum of two years in card & E-banking with Bank are preferable
- Good organizational and time management skills
- A strong desire to work in a team and sales environment
- English language proficiency, Chinese language is a plus
- Computer literacy in Microsoft Office Word & Excel

How to Apply:

Submission Deadline: 31 Aug 2017 at 05:00 PM

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: hr@ftbbank.com or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh.

Only short-listed candidates will be contacted for interview.

Please visit our website: <http://www.ftbbank.com/vacant-and-career> for more available vacancy.

☎ : 023 862 111

E-mail: info@ftbbank.com

www.ftbbank.com

f : www.facebook.com/ftbcambodia

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Investing in the future