

**AMK Microfinance Institution Plc.** is one of the largest microfinance institutions in Cambodia. AMK serves a large number of over 500,000 customers with more than 2,400 staffs nationwide.

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|---------------------|---|----------------------------------|
| <b>Job Title</b>    | : | <b>Management Trainee</b>        |
| <b>Report to</b>    | : | <b>Staff Development Manager</b> |
| <b>Location</b>     | : | <b>Head office</b>               |
| <b>Closing Date</b> | : | <b>March 27, 2017</b>            |

**Job Responsibilities**

**At branch level**

- ▶ Being as Credit Officer:
  - Village bank creation and AMK products information dissemination
  - How to train the village bank president (VBP), group leader and members
  - Loan application fill in and appraisal both group loan and individual loan
  - Loan management ,recording and cash handling
  - How to solve the problem occurrence in the village banks with loan delinquencies with VBP and individual client
- ▶ Being as Teller:
  - Daily cash management
  - Data Entry, data of loan, saving, transfer and other products into system MIS
  - Documentation bases on Finance Policy
  - Customer Service, Provide information and get feedback from client, and Sort out issues

**At Head Office Level**

- ▶ Working in specific department in a role of Head Office Officer
  - Assist in the specific task assigned by the department head
  - Will be assigned a mentor from AMK senior management team
  - Any other task as deemed necessary and requested by direct line manager
  - To learn from the department head on foundation knowledge to enable trainees to succeed in the program.

**Qualification and Experiences:**

- ▶ At least finished first semester of year 4 at university
- ▶ Good interpersonal communication skills and good team work
- ▶ Good command of English ,Read, Written, listening and Speaking
- ▶ Computer literacy Essential Microsoft (Word, Excel and Power Point)
- ▶ Must be willing to work with poor people in rural area, to relocate and travel to any branches in Cambodia

AMK provides competitive salary package to its employees with multiple bonus and other benefits, including Khmer New Year bonus, Pchum Ben bonus, incentive, pension fund, 100% medical insurance for employee’s spouse and dependences for local treatment and for staff is up to USD 2,000 for oversea treatment, 24 hours accident insurance, staff loan for education purpose with only 2% interest rate per year, USD 300 bonus for both maternity or paternity and up to USD 1,000 if surgery required, 18 days annual leave, capacity building per job requirement, and good working condition in accordance to the Cambodian Labor Law.

Interested candidates should apply by sending a CV and a cover letter to: AMK branch and sub-branch offices or Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh. Chamkarmorn, Phnom Penh, Cambodia or E-mail: [recruitment@amkcambodia.com](mailto:recruitment@amkcambodia.com)

**Attachments:**

- A copy of obtained certificates or confirm letter by the University
- A copy of national identification, family book, and certificate of birth
- A copy of transcript

For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: [www.amkcambodia.com](http://www.amkcambodia.com)

AMK is an equal opportunity employment. Qualified women and disabled people are encouraged to apply. Only short-listed candidates will be contacted for interview.