

WE'RE HIRING

AMK Microfinance Institution is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,700 staff serving almost 1,000,000 clients in nearly 13,000 villages across Cambodia, 91% of all villages. We are looking for a talented and committed individual to join our diversified team, and offering attractive career prospects across branches and departments of our business.

A job at AMK is more than just a paycheck - we support our employees in their development and growth and help them explore their unique strengths.

Job Title : **Digital & Loan Processing Assistant (01 Post)**
Report To : **Digital & Loan Processing Manager**
Location : **Head Office**
Closing Date : **August 15, 2024**

Job Responsibilities:

- ▶ Handle for digital loan processing, including review, check, and collecting all loan documents requirement in efficiency and effectiveness.
- ▶ Open the loan account, disbursement, and collection in the Core Banking system.
- ▶ Pick up the referral loan client from the working group with partners to process in the Digital loan platform, or/and send to specific AMK branch to handle.
- ▶ Keep following up branches to ensure that disbursement on time includes all post disbursement activities needed.
- ▶ Follow up and call to overdue loan client for loan collection.
- ▶ Collaborate with across department, and / or AMK branch staff to solve the issue for client.
- ▶ Other tasks assigned by Manager or Head of Department.

Qualification and Experiences:

- ▶ A minimum university education in accounting and banking/finance or an equivalent.
- ▶ Abilities to communicate in English and Khmer (written and spoken).
- ▶ Ability to work with cross functional teams.
- ▶ Honesty and excellent interpersonal skills.
- ▶ Good computing skills (i.e. Microsoft Office and core banking system).
- ▶ High motivation and ability to work without supervision.

Benefits

<ul style="list-style-type: none">▶ AMK provides a competitive salary package to the employees▶ Salary increment rate every year▶ Khmer new year bonus (100%)▶ Pchum Ben bonus (Up to 50%)▶ Retirement bonus (300%)▶ AMK Pension fund (Up to 84%)▶ Retention bonus (Up to 200%)▶ Seniority payment (Backward & Forward)▶ Incentive (no cap based on performance)▶ Uniform allowance▶ Phone allowance	<ul style="list-style-type: none">▶ Moto rental allowance▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff▶ Accident insurance 24/7days▶ Birth delivery package (up to 2,400,000)▶ Staff loan (lower rate at 2%)▶ Annual leave 18 days per year▶ Paid Sick leave & maternity leave (up to 6 months)▶ Capacity development and opportunity to promote per job requirement▶ Working condition in accordance to the Cambodian Labor Law
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Interested candidates should apply by sending a CV and a cover letter to all AMK branches and Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh.Boeng Keng Kang, Phnom Penh, Cambodia or [E-mail: job@amkcambodia.com](mailto:job@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
- For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: www.amkcambodia.com
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.