

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.

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| Job Title | : | Digital & Loan Processing Manager (01 Post) |
| Report To | : | Head of Business Development |
| Location | : | Head Office |
| Closing Date | : | August 15, 2024 |

Job Responsibilities:

- ▶ Lead, approve, and monitor performance of all loans through digital platform in order to target has been achieved with good quality.
- ▶ Lead all projects assigned which under Business Development Department in order to contribute the achievement of an overall goal and objectives of this department.
- ▶ Coordinate with other cross department stakeholders, branches and sales team to reinforce all project of Business Development to fulfil the sales expectation and timeline.
- ▶ Keep regular review on existing projects and services in order to customize or simplify the key conditions and process, following Amk's delegation authority.
- ▶ Support development and management of products and product bundles through physical and digital channel - compelling and differentiate point of sales - "easy to buy", "easy-to sell".
- ▶ Work with sales team, analysis team and research team to monitor and keep up-to-date the market price, operations, and other competitors 'market activities for recommendation of current product and process enhancement.
- ▶ Work with product team and IT team on new innovation of products, services and procedures to improve efficiency and effectiveness, of the business operations.
- ▶ Work with partners to initiate win-win business model, so that both parties could provide innovative solution for their customers to better retain and acquire its owned market share.
- ▶ Respond in a timely fashion to all enquiries/requests for product information and/or changes by coordination to sales product and IT team.
- ▶ Manage end-to-end digital lending operations, from conceptualized programs, product development to loan origination and servicing.
- ▶ Ensure compliance with regulatory requirements and industry best practices in digital lending.
- ▶ Other tasks are assigned by head of department / Chief of business Officer.

Qualification and Experiences:

- ▶ Bachelor's Degree in relevant field.
- ▶ At least 2 years' experience in business development, or product development, or credit underwriting, or other relevant project management.
- ▶ Good creativity and innovation.
- ▶ Strong coordination and leadership skills.
- ▶ Analysis and problem solving.
- ▶ Motivated, energetic and solution orientated.
- ▶ Able to focus attention in detail.
- ▶ Strong written and verbal critical reasoning.
- ▶ Negotiation and facilitation skills.
- ▶ Excellent time management.

Benefits

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| <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.