

# 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** : **Credit Control Officer, Supply Chain & Medium Loan ( 01Post )**  
**Report To** : **Senior Credit Control Manager**  
**Location** : **Head Office**  
**Closing Date** : **September 12,2024**

## Job Responsibilities:

- ▶ Work closely with branch management (BM, RM, SCFM, RS) to make sure they well implement the existing Credit Control Tool.
- ▶ Work closely with Branch Management to follow up and support on the compliance of credit policy, procedure, memo to make sure branch understand and well implementation.
- ▶ Follow-up branch action improvement on gap finding by Internal Audit.
- ▶ Identify the root cause of non-compliance of credit policy and internal control by branch staff.
- ▶ Monitoring Loan follow up report by branches staff.
- ▶ Regularly analyse and Conduct field visit for assessment on loan quality management.
- ▶ Based on the gap finding in credit control implementation conduct refreshment or coaching to relevant staff.
- ▶ Collaborate with IT/CBS department for constructing relevant report which needed by Credit Control Department.
- ▶ Other tasks assigned by Line Manager.

## Qualification and Experiences:

- ▶ Bachelor's degree in Banking & Finance, or relevant fields.
- ▶ At least 2 year-experience within the microfinance sector in credit operation.
- ▶ Strong communication skills for negotiation and reconciliation.
- ▶ Planning organizing, and leading skills and ability to work under pressure.
- ▶ Strong conceptualization and Good analytical skill.
- ▶ Good computer skills especially advance Microsoft Excel.
- ▶ Can write, listen and speak English.
- ▶ High motivation and ability to work without supervision.
- ▶ Honesty, Good interpersonal and team work skills.
- ▶ Can travelling to the province.

## Benefits

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| <ul style="list-style-type: none"><li>▶ AMK provides a competitive salary package to the employees</li><li>▶ Salary increment rate every year</li><li>▶ Khmer new year bonus (100%)</li><li>▶ Pchum Ben bonus (Up to 50%)</li><li>▶ Retirement bonus (300%)</li><li>▶ AMK Pension fund (Up to 84%)</li><li>▶ Retention bonus (Up to 200%)</li><li>▶ Seniority payment (Backward &amp; Forward)</li><li>▶ Incentive (no cap based on performance)</li><li>▶ Uniform allowance</li><li>▶ Phone allowance</li></ul> | <ul style="list-style-type: none"><li>▶ Moto rental allowance</li><li>▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff</li><li>▶ Accident insurance 24/7days</li><li>▶ Birth delivery package (up to 2,400,000)</li><li>▶ Staff loan (lower rate at 2%)</li><li>▶ Annual leave 18 days per year</li><li>▶ Paid Sick leave &amp; maternity leave (up to 6 months)</li><li>▶ Capacity development and opportunity to promote per job requirement</li><li>▶ Working condition in accordance to the Cambodian Labor Law</li></ul> |
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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](http://www.amkcambodia.com)
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.