

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 (01 Post)**
Report to : **Senior Credit Control Manager**
Location : **Head Office**
Closing Date : **November 30, 2024**

Job Responsibilities:

- ▶ Work closely with branch management (BM, RM, 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.
- ▶ Regular Monitoring on Loan follow up report by branches staff.
- ▶ Regularly analyze and Conduct field visit for branch 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

<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 base 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

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.