

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 : Senior Relationship Officer, Micro & Small Loan (20 Posts)
Report to : Relationship Supervisor, Micro & Small Loan
Location : Branches
Closing Date : February 07, 2025

Job Responsibilities:

- ▶ Promote all individual loan products to target clients.
- ▶ Prepare loan projection plan and monthly disburse plan with approval by Relationship Supervisor, Micro & Small loan.
- ▶ Assess individual clients front office.
- ▶ Coordinate with Relationship Officer, Micro & Small loan to assess and disburse loan to individual client back office who request loan upper 5,000USD.
- ▶ Follow up and solve problem then report to Relationship Supervisor, Micro & Small loan.
- ▶ Performs other duties as required by supervisor.
- ▶ Liaison with the local authority in initiating promotion and loan problem settlement.

Qualification and Experiences:

- ▶ At least study in 3 years at university in bachelor degree in Economics, Banking & Finance, or related fields.
- ▶ At least two years' experiences in credit officer position at MFI or bank.
- ▶ Objectivity, sound judgment and problem-solving skill.
- ▶ Planning and organizing skills and ability to work under pressure.
- ▶ Adequate knowledge on credit and loan policies and methodologies.
- ▶ Good computer skills.
- ▶ Working knowledge of English.
- ▶ High motivation and ability to work without supervision.
- ▶ Good interpersonal and team work skills.

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 overseas 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 Khemararak 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.