

BE A PART OF THE ONLY EUROPEAN BANK IN CAMBODIA

Position: **HR Officer**

Location: **Phnom Penh**

Key Responsibilities:

- Prepare/ Collect Job description for job announcement on recruitment websites
- Receive applications for recruitment
- Plan interview with applicants
- Arrange new employee process
- Maintenance staff data & leave record
- Prepare some processing works for Ministry of Labor and Vocational Training
- Assist Staff Training & Development

Required Education & Experience :

- Minimum Bachelor Degree
- OR lower degree accepted if at least 3 years experience in similar position
- Fluent English (writing and speaking)
- French language is a plus
- Excellent computer skills in Excel

Required competencies:

- Discretion, integrity and rigor
- Good organizational skills with the ability to work efficiently under pressure and to handle multiple tasks
- Good mathematical and accounting aptitude
- Effective communication.
- Autonomous and pro-active
- Quick learner

Extra appreciated competencies:

- Good knowledge of Labor Law

How to apply:

Interested candidates is welcomed to send your last updated resume, a copy of Cambodian ID card and a recent passport size (4x6) photograph to the following:

BRED Bank (Cambodia) Plc.

No. 30, Preah Norodom Boulevard Sangkat Phsar Thmey 3, Khan Daun Penh, Phnom Penh. Or email us at hr@bredcambodia.com

Deadline:

18-Feb-19 For additional information, please visit: www.bredcambodia.com

(All applications will be treated in strict confidentiality)



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ABOUT BRED BANK CAMBODIA:

BRED Bank Cambodia is a subsidiary of BRED Banque Populaire, a member of the BPCE Group, the 2nd largest banking group in France, serving more than 31.2 million customers, employing more than 100,000 people worldwide, and counting 9 million cooperative shareholders.

Our objective is to close a gap and offer Cambodian people a trustful interlocutor with who to talk freely about their projects and ambitions. What matters to us is how we can serve you and hope you grow. Start with BRED, Grow with BRED. For more information visit www.bredcambodia.com

ADDRESS:

#30, Preah Norodom Boulevard Sangkat Phsar Thmey 3, Khan Daun Penh, Phnom Penh

OPERATING HOURS:

Open 7/7 from Monday to Sunday: 8:00am - 8:00pm