

BE A PART OF THE ONLY EUROPEAN BANK IN CAMBODIA

Position: **Local Back Office Officer**

Location: **Phnom Penh**

Key Responsibilities:

- In charge of inward and outward cheque clearing;
- In charge of inward and outward cheque return;
- In charge of customer account opening which is included saving, current and fixed account;
- In charge of daily reconciliation of NBC current account and clearing settlement account;
- In charge of daily back office non cash operation (local cheque deposit, house cheque deposit, domestic fund transfer and so on);
- Issue cheque book, membership card...

Required Education & Experience:

- Minimum of 1 or 2 years experiences in the related field;
- Minimum of bachelor's degree in one of the field related to the position;
- Fluent in English (writing & speaking).

Required competencies:

- Discretion, integrity and rigor
- Quick learner
- Dynamic

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:

09-February-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