

# BE A PART OF THE ONLY EUROPEAN BANK IN CAMBODIA

**Position: Junior Marketing & Communication Officer**

**Location: Phnom Penh**

## **Key Responsibilities:**

- Support the Marketing and Communication Officer in her daily tasks, such as contact suppliers, get quotes, follow production, assist on social medias/events/advertising, etc.
- Undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities
- Conducting market research and analyzing consumer rating reports/questionnaires
- Updates spreadsheets, databases and inventories with statistical, financial and non-financial information
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Prepare and deliver promotional presentations
- Communicate directly with clients and encourage trusting relationships

## **Required Education & Experience :**

- Communication or Marketing field of Study
- A first experience in a marketing/communication department or an agency
- Good understanding of office management and marketing principles
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach
- Good knowledge of market research techniques and databases
- Excellent knowledge of MS Office, marketing computer software and online applications
- Exquisite communication and people skills

## **Required competencies:**

- Autonomous and problem solving mindset
- Strong negotiation skills
- Strong interpersonal skills to enable effective communication, and to generate trust and confidence among staff, at all levels including senior management
- Ability to analyze and interpret complex information and present it clearly and concisely, both verbally and in writing
- Excellent organizational and planning skills, with the ability to meet deadlines
- Ability to work proactively, priorities and manage individual workload
- Knowledge of digital, use Microsoft tools (PowerPoint, excel, word), WordPress/Photoshop knowledge is a plus.
- Khmer Fluent
- Excellent English
- French or other languages is a plus

## **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:**

26-Mar-19 For additional information, please visit: [www.bredcambodia.com](http://www.bredcambodia.com)

(All applications will be treated in strict confidentiality)



*Start* WITH BRED | *Grow* WITH BRED

### **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](http://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