

# BE A PART OF THE ONLY EUROPEAN BANK IN CAMBODIA

Position: **Local Back Office Officer**

Location: **Phnom Penh**

## Key Responsibilities:

- Handle daily Non Cash Local Operations and ensure that non cash transactions are balance by end of the day.
- Process the account opening for Retail , SME, and Corporate customer
- Input Inward and Outward domestic payments / domestic cheque clearing includes its return in **National Clearing House** payment gateway and ensure it is accurate;
- Sending physical Outward Cheque / Receiving Inward cheque from Clearing house ;
- Perform daily inward cheque clearing balance;
- Issue cheque book for the customer;
- Provide administrative support;
- Other duties assigned by LBO Team Leader

## Required Education & Experience :

- Degree or relevant professional qualification in Accounting, and Finance Banking
- Minimum of 1 year experiences in Teller
- Ability to do multi-task and strong organization skills is essential.
- Good Communication skill and strong team player.
- Be able to work under pressure with strong commitment.

### 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](mailto:hr@bredcambodia.com)

### Deadline:

19-Mar-20 For additional information, please visit: [www.bredcambodia.com](http://www.bredcambodia.com)

(All applications will be treated in strict confidentiality)



*Start* | *Grow*  
WITH BRED | 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