

# WE'RE HIRING!

Position: **ASSISTANT RELATIONSHIP  
MANAGER COMMERCIAL  
BANKING**

Location: **HEAD OFFICE BRANCH**



**BRED**  
**BANK**

CAMBODIA

**The smarter  
way to bank.**

**Join the smarter banking team.**

## Key responsibilities

- Assist Relationship Manager in resolving customer needs
- Maintain Customer Instruction Form (CIF) file in Core Banking System
- Maintain CIF Folder
- Maintain up-to-date inventory of critical materials; prospectuses, forms
- Assist Relationship Manager in preparation sales and marketing statements and reports for the bank's management team
- Assist with the logging and tracking of all appointments and sales
- Follow-up with customers who are referred by bank staff and track all kept appointments for reporting purposes
- Point person for maintaining and scheduling RM calendars

## Required education and experience

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

## Required competencies

- Discretion, integrity and rigor
- Have a strong attention to detail
- Willingness to engage and effectively communicate with the sales team
- Autonomous and pro-active
- Quick learner

## How to apply

Please send your up-to-date resumé, a copy of your Cambodian ID card and a recent passport size (4x6) photograph to: BRED Bank (Cambodia) Plc. No. 30, Preah Norodom Boulevard Sangkat Phsar Thmey 3, Khan Daun Penh, Phnom Penh. Or email [hr@bredcambodia.com](mailto:hr@bredcambodia.com)

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## **Deadline**

25 December 2020. For additional information, please visit: [www.bredcambodia.com](http://www.bredcambodia.com).  
**All applications will be treated with the strictest confidentiality.**