



**បី.អេស.ស៊ី (ខេមបូឌា) ប៊ែន ម.ក**  
**B.I.C (CAMBODIA) BANK PLC.**

ផ្ទះស្ថានបក្ស

B.I.C (Cambodia) Bank PLC. is currently looking for candidates to fill in the job vacancy. The Bank has commenced business on 1<sup>st</sup> August 2018. B.I.C (Cambodia) Bank PLC. is a sister bank of BIC Bank Lao (formal known as International Commercial Bank Lao) which has been in operations since 2008 in Lao PDR.

## **Operations Officer**

### **Report to Senior Operations Officer.**

#### **- Main Duties and Responsibilities**

- Guild under supervision staff about the work processes.
- Approved the transaction follow provided DOA
- Manage all operation process and transaction during the day.
- Provide the assist to staff under supervision whenever needed.
- Submission the daily report with accurate and on time.
- Ensure the closing balance no error.
- Ensure no compliant from customer during operational hour.
- Ensure the process is comply with rule and operation manual.
- Be a part of Operational manual.
- Checking Customer risk profiling.
- Cheque book, passbook, AMT card issued.
- Verify on Teller Voucher during day end.
- Policy and guideline.
- Verify on (OTT and ITT)
- Verify on customer
- Other tasks assign by Manager.

#### **- Requirement:**

- Bachelor Degree in Law, Banking and Finance, Accountant, Business Administration or related fields.
- At least 3-4 years experiences in financial sector.
- Good command of English both writing and speaking.
- Chinese speaker candidate will be advantage.
- Good computer skills: MS Office, Internet and Email
- Good at analyst skill.

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

B.I.C (Cambodia) Bank Plc.

#462, St 93, Sangkat Tonle Bassak, Khan Chomkarmon Phnom Penh, Cambodia  
Or email us at: [info@bicbank.com.kh](mailto:info@bicbank.com.kh)  
Tel: 023 901 338