



Job Opportunity with SAMIC Plc.

With the need of expanding the coverage areas of business operations as the result of the growth in its micro-finance business, SAMIC Plc is looking for qualified and dynamic candidates for various positions as follows:

Teller

Responsibilities:

- ◆ Greet warmly the clients and other stakeholders at the counter;
- ◆ Receive and promote SAMIC's products/services to prospective clients as well as to build, remind and strengthen the credit discipline to clients and uncover complaints and challenges raised by clients;
- ◆ Review and check the accuracy and completeness of loan application form and identify the right client before loan disbursement;
- ◆ Record all transactions including loan disbursement, collection, deposit, withdrawal, Cash book, Bank book, Revenues and expenses receipt, and other required documents;
- ◆ Keep and arrange the cash in the vault and ensure that the transaction was done and closed its balance daily as assigned by Cashier;
- ◆ Check the completeness, date of issues and its actual transaction and authorized person, responsibility, accuracy, classification and other memos;
- ◆ Record all transactions occurring within a day into the Books with sufficient references before submitting to the Cashier to review;
- ◆ Perform other tasks as may be assigned by the Cashier/BM;

Requirements:

- ◆ Bachelor Degree or under graduate in Accounting, Finance and Banking or the related field
- ◆ Good interpersonal skills,
- ◆ Hardworking and a self-motivated person.
- ◆ Willing to learn new things and a quick learner
- ◆ Attention to details and simplicity

Application Information

Interested applicants are invited to submit a cover letter together with updated CV, a recent photograph (4 x 6), and **expected salary** to **DHRM in charge Recruitment and Training** of **SAMIC PLC** at the address below:

Head Office in Phnom Penh:

#C 57-61, St. Cheerfulness, Sangkat Tuek Thla, Khan Saensokh, Phnom Penh. E-mail to:

DHRM-keo@samic.com.kh, or www.samic.com.kh

Tel: 071 326 2222, 093 80 76 88.

Closing Date: 30 August 2018

Women and disable persons are encouraged to apply. Only short listed applicants will be contacted for interview.