

**FUTABA Microfinance Plc.** was officially licensed by the National Bank of Cambodia (NBC) on December 16, 2015 and started its business on January 01, 2016 achieving success and rapid growth. In fact, **FUTABA** has opened Four (4) branches, Two (2) of which are in Phnom Penh, One (1) in Kampong Speu Province, and One (1) more in Takeo Province, which is a brand-new branch that opened in March 2023. **FUTABA** is looking for qualified candidates to fill the following positions as of this moment:

Positions	Amount	Work Area	Work Place
<b>Branch Manager</b>	<b>01 Posts</b>	<b>Prack Pnov</b>	<b>Phnom Penh City</b>

<b>Obligations &amp; Responsibilities</b>	<b>Requirement</b>
<ul style="list-style-type: none"> <li>- Manage strategy plan, implement lead branch traits like human resources, tasks tellers, marketing, loan, operation, accounting, financial, IT &amp; Administration.</li> <li>- Manage day-to-day branch operation including sales, service, administration and compliance to ensure smooth business transaction.</li> <li>- Lead the team to build and increase sales networks/referrals and maintain deep relationship with customers in order to increase more businesses.</li> <li>- Check daily and transaction throughout whole branch.</li> <li>- Control approve daily according authorization limit.</li> <li>- Control approve loan document disburse customers.</li> <li>- Check loan file daily reports such Daily cash reports (Report cash vault, report cash record), daily balance daily loan outstanding balance, and cash flow by cash record.</li> <li>- Perform monthly surprise cash count and daily end day reports.</li> <li>- Provide regular coaching, encourage and empower team to be at their best, promote two-way communications and create an open, honest and motivating team environment.</li> <li>- Ensure customer and inquiries met; maintain good customer relations refer customer's appropriate staff new to promote business of the company.</li> <li>- Produce exceptional results in branch key indicators including the sustainable growth in loan, number of customers, productivity, revenue and profitability.</li> <li>- To solve all complaints internal customers and external customers, etc.</li> <li>- Evaluate monthly task increase inactivity compared monthly plan, set targets each every staff achieve plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum Bachelor Degree Marketing, Finance, Banking, Administration equivalent.</li> <li>- At least 3 years' experience in similar position.</li> <li>- Knowledge of Bank/Microfinance operation.</li> <li>- Sense of understanding about economic environment and impact of country factors on customer's business as well as the bank.</li> <li>- Be good proficiency in English: listening, speaking, reading, and writing.</li> <li>- Computer literacy – MS office, internet, e-mail.</li> <li>- Good organizational and time management skills.</li> <li>- Effective communication.</li> <li>- Strong self-motivation and excellent interpersonal skills.</li> <li>- Ability to lead and work effectively in a team environment.</li> <li>- Sound sales and negotiation skills.</li> <li>- Excellent relationship building skills both internal and external.</li> <li>- Committed, hard-working, honest individual.</li> </ul>

<p>- Stay updated with competitors' activities, report make recommendation. Other task assign by managers.</p>	
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▶ **FUTABA Microfinance Plc. provides Salary and others benefits as bellow:**

<ol style="list-style-type: none"> <li>1. Basic salary with high competitive</li> <li>2. Khmer New Year Bonus 100% of Basic Salary</li> <li>3. Pchum Ben Ceremony Bonus 100% of Basic Salary</li> <li>4. Health insurance covered staff and their families (Spouse &amp; 2 Kids)</li> </ol>	<ol style="list-style-type: none"> <li>5. 24 hours insurance covered staff safety</li> <li>6. Staff wedding package</li> <li>7. Staff Loan</li> <li>8. Staff Uniform</li> <li>9. Other Benefits</li> </ol>
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- ❖ **How to Apply:** Candidates who are interested to work with **FUTABA Microfinance Plc**, please submit your CV, cover letter, 4x6 of photo, family book copy, and other identification apply via **FUTABA Office** or by mail to: [Recruitment@futabamfi.com.kh](mailto:Recruitment@futabamfi.com.kh) (Human Resource and Admin Department).
- ❖ Please indicate your expected salary.
- ❖ **Closing Date: March 31<sup>st</sup>, 2025 at 5:00 pm (First candidate is encouraged).**
- ❖ **For more information:**  
Please contact to HR department via: **070 479 333** or visit our website: [www.futabamfi.com.kh](http://www.futabamfi.com.kh) or Facebook: **Futaba Microfinance Plc.**

*(Candidates who has applied for a job can't withdraw applications)*