គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ មហានគរ ម.ក
MOHANOKOR Microfinance Institution Plc

Job Announcement

MOHANOKOR Microfinance Institution Plc is a financial institution in the provision of inclusive financial services to poor people within operation areas in 25 provinces and cities in order to contribute to the social economic development in Cambodia. To respond with rapidly growth of institution, we are looking for the qualified applicants for the vacant position as **Relationship Manager - 01 Post** based in **Peam Ro District Branch**.

❖ **Job Responsibilities:**

1. **Plan**
   - Participating the strategic planning, providing long-term, monthly, weekly and weekly loans, savings and other services.
   - Participating in setting up weekly plan (cash) and monthly financial strategic planning.
   - Participating in staff recruitment planning and operational management planning.
2. **Managing the credit and deposit operational**
   - Participating in analyzing and evaluating new and old operating regional (districts / Khans, communes / sangkats and villages), promoting products, services, loans and savings.
   - Managing and controlling for the daily loan disbursement plan of the liaison officer to the competent level or relevant stakeholder.
   - Leading Organizing and Research for protential clients such as characteristics Collateral Capacity to suitable to Mohonokor prolicy.
   - Spot check all documents and assist in completing credit and deposit documents.
   - To be ensure adherence to principles, procedures and follow the instructions of the Branch Manager, Regional Director and Head Office.
   - To be ensure that all disbursement are quality and achieve the plan.
   - Participating in monitoring and managing all non-performing debt reports and resolving any issues that arise.
   - Participating in promoting savings products to the general public, partners and public and private institutions in the area of operation.
3. **Report**
   - Reviewing of savings and credit reports, analyze and evaluate credit risk balance (NPL).
   - Leading Implemented for the DUR (Daily Updated Report) all Relationship Officer.
   - Do reports as requested by management.
4. **Employee Management**
   - Plan Organize Leading and Contrilling all relationship officer employee activities by branch level.
   - Controlling for the actaul acheivement compare to the plan.
   - Do as role model and employee management in or to pushing inactive employee to be proactive and active.
   - Oreintating choaching and instruct for both new and old employees.
   - Encouraging employee in order to work hard and produce productivity to hit the target.
   - To be ensure that all employee disciplinary and to be ensure that work environment as well being.
5. **Leading in solving the problem**
   - Participarting and addressing for NPL.
   - Addressing and mediate any complaints or comments from customers.
   - Addressing all issues between staff and employees in case of occurrence.
   - Solve all problems in the operating regional.
6. **Reporting and Administration Task**
   - Acting as a public relations representative in the regional of operation.
   - Participating in recruitment according to assignments and requirements.

- Showing all staff information and documents to the manager.
- Report to the Branch Manager.

❖ **Job Requirement**

1. Holding on the bachelor's degree in Banking and Finance, Economics, Business or other related field.
2. At least 2 years of management experience.
3. There are new creations, prominence, better management ability and productivity.
4. Be intelligent, highly creative, have in-depth analysis.
5. To be technical knowledge such as Ms. Word, Excel, Powerpoint, Email, ….
6. Good communication with all relevant media and increase trus.
7. Honesty, good health, high will, patience, plan, direction and vision.

➢ **How to apply**

- Interest candidates can be send an application with detailed CV to MOHANOKOR through E-mail address: recruitment@mohanokor.com or direct address #24, Yothapol Khemarak Phoumin Blvd (271), Sangkat Ou Baek K'am, Khan SenSok, Phnom Penh, Kingdom of Cambodia.
- Only short-listed candidates will be contacted for an interview
- For more information, please contact phone or Telegram: **087 999 291 / 087 999 221**.

Thank You!