

**Company Background:**

DGB Bank is a licensed commercial bank in Cambodia and a member of DGB Financial Group in Korea listed on Korea Stock Exchange. Candidates meeting the following conditions are kindly invited for interview to join the Bank.

**Job Title: Senior General Administration Officer**

Based in Phnom Penh, Cambodia

**Responsibilities:**

- Oversee construction and renovation projects (New Office/Branch interior and exterior) for timely completion as contract.
- Purchase fixed assets, inventories, office equipment, printed materials and forms by obtaining requirement and compliance with policy.
- Maintain a good condition of the office equipment, vehicles and arranging for necessary repairs.
- Arrange regular testing for safety devices.
- Monitor the facility to ensure that it remains safe, secure, and well-maintained.
- Assist in budgeting and organizing special events and functions of the Bank.
- Prepare leasing agreement.
- Develop and implement new administrative systems as required by management.

**Requirements:**

- Bachelor's degree in Business Administration or related field.
- Minimum 3 years' experience in related function of administration in Commercial Bank.
- Good knowledge of office management and construction.
- Good writing and communication in English.
- Be able to work under pressure.
- Computer literacy.
- High responsibility and integrity.

**Remunerations:** Competitive salary with benefit packages, including two months' bonus of basic salary, lunch, allowance, insurance, uniform, etc.

**How to apply:** CV with self-introduction letter to the following address: N° 689B, Kampuchekrom Blvd, Sangkat Teuk Laak I, Khan Toul Kork, Phnom Penh, Cambodia.

Tel: 023 999 990, Email: [hr@dgbcamboia.com](mailto:hr@dgbcamboia.com)

Only short-listed candidates will be invited for interview.

**Closing Date: 31 March 2021**