

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) to complete on time 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.
- Arranging 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, developing and implementing 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 and 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

Only short-listed candidates will be invited for interview.