

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 Card Operations Officer

Based in Phnom Penh, Cambodia

Responsibilities:

- Managing and maintaining efficient ATM services and card operations.
- Planning and scheduling the installation, de-installation and relocation of the ATM machines nationwide.
- Planning and scheduling the execution of merger acquired ATMs.
- Support the company’s ATM operation and the ATM maintenance program.
- Establishing a set of goals for the ATM Unit and monitor on daily process of ATM units.
- Coordinating with data processing, outside vendors and other operational areas as required.
- Ensuring the proper display of ATM signage regarding compliance.
- Promoting and maintaining a secure and safe working environment within the ATM Operation in line with bank policy.
- Keeping informed of new developments or idea that would affect the ATM system through publications and occasional outside visits and meetings.
- Ensuring the branch staff is familiar with the capabilities of the ATM system and card operations to effectively market the service to customer.
- Capable of working effectively and productively with subordinate team members.
- Preparing periodic report regarding to the utilization and performance of the ATM operational process.

Requirements:

- Bachelor degree in Finance and Banking.
- Minimum 3 years of experience in card operations at commercial banks.
- Strong knowledge and experience with ATM operations, CSS functions in commercial banks.
- Good understanding of operational risk in banking sector and NBC regulations.
- Excellent written and verbal communication in English.
- 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@dgbcambodia.com

Only short-listed candidates will be invited for interview.