



សាធាបណា ឥណទាន
SATHAPANA BANK

Senior Officer, Business Partnership

Based in Phnom Penh, Cambodia.

Responsibilities

- Support partnership team in building commercial agreements for both government and private partnership
- Draft and arrange announcement for internal stakeholders
- Arrange MoU, Agreement, and Notice letter with the legal team
- Work with branch and RM for partnership account open and card issuing
- Follow up with stakeholders on pending tasks to make sure partnership service is launched on time
- Monitor document checklist to ensure everything is complete to onboard partnership
- Work with internal stakeholders to ensure the partnership project is aligned
- Support on overall assigned admin work

Qualifications

- Bachelor's in Business Administration or other related fields
- At least 3 years of working experience in related field
- Ability to work with internal and external stakeholders
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>