



**សាធាបណា ឥណទាន**  
**SATHAPANA BANK**

## Senior Officer, Real Estate

Based in Phnom Penh, Cambodia.

### Responsibilities

- Sourcing and acquiring properties for branch/ATM in a timely and cost-effective manner to fulfill the requirements of SPNB. Then produce report and present to BMC for review and/or approval.
- Negotiating with the landlords to obtain the most favorable leasing terms and conditions with the best interest of the bank.
- Ensuring all statutory and legal requirements/obligation are duly adhered to protect the interests of the bank.
- Ensuring all terms and conditions in the Lease Agreements/Tenancies are duly complied with.
- Ensuring the rental deposits to be accounted to reconcile any discrepancies.
- Coordinate with the concerned units/departments/branches ensuring that all the branches and ATM lease agreements are renewed on time.
- Requesting official permissions from the competence authorities for building ATM booth and/or deployment of ATM offsite if any.
- Manage and oversee documents filled by the team in share drive ensuring that they are properly kept in good orders.
- Assist line Manager in cost controlling, document controlling, negotiating with landlords and other duties as deems fit.

### Qualifications

- Bachelor's degree in Business Administration, or other related fields
- At least 2 years of working experience in real estate with the bank sector
- Good knowledge of real estate regulations and market survey
- Ability to lead a small team, act with professional and commit to the deadline
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

### To Apply

- Interested candidates are encouraged to apply via [job@sathapana.com.kh](mailto: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/>