



សាធាបណា ឥណទាន
SATHAPANA BANK

Manager, General Administration

Based in Phnom Penh, Cambodia.

Responsibilities

- Monitor and drive banking products and services sales also instill cross-sales culture to ensure
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budget allocations
- Monitor costs and expenses to assist in budget preparation
- Study on the efficiency way relate to the task of the general administration unit in term of cost saving and of time saving of the service level agreement
- Manage insurance, logistic services (Fleet Management), office cleaning services and administration support functions
- Offer solutions for improvement
- Adhere to policies and regulations
- Other tasks assigned by line manager

Qualifications

- Bachelor's degree in Business Administration, or other related fields
- At least 4 years of working experience in in Administration roles
- Very good understanding of office management processes
- Experience with financial institution
- Critical thinking skill and problem-solving skills
- 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/>