



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Teller

Based in Phnom Penh, Cambodia.

Responsibilities

- Provide superior banking service by always exhibiting a friendly and professional demeanor
- Keep good communication and relationship with the team and others
- Understand the bank's products and respond appropriately to customer inquiries regarding product
- Understand Retail Banking policies and procedures for position and ensure compliance
- Ensure the accuracy and completeness of customer transaction recordings and postings
- Perform daily cash balancing and investigate for all any discrepancies
- Promote the bank's products and further establish business relationships
- Accept assignments as required to maintain adequate staffing levels throughout branch system
- Ensure all customer application forms and other related documents are adequate for daily operations
- Any ad-hoc works assigned by supervisor, Deputy Branch Manager or Branch Manager

Qualifications

- Bachelor's degree Accounting, Finance and Banking, or other related degrees
- At least 1 year of working experience in banking services and products from financial industries, banks, MFIs, and other MDIs, or fresh graduated are also encouraged to apply
- Be friendly, and patient
- 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/>