



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Officer, Real Estate

Based in Phnom Penh, Cambodia.

Responsibilities

- Support in sourcing and acquiring properties/premises for Branch/ATM in a timely and cost-effective manner to fulfill the space requirements of SPNB
- Negotiate and obtain the most favorable terms and conditions in the best interest
- Ensure all statutory and legal requirements/obligations are duly adhered to protect the interest of the bank
- Ensure all terms and conditions in the Tenancy/Lease Agreements are duly complied with
- Ensure the rental deposits (both as tenant and landlord) to be accounted to reconcile any discrepancies
- Advise the Bank on matters related to property as and when required
- Ensure that all the branches and ATM lease agreement are renewal on time
- Seek for the permission letter from City Hall for new ATM offsite construction
- Ensure that well monitoring on permission letter renewal from City Hall annually

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, or other related experience
- Sound understand of legal is surplus and good communication
- 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/>