



Vacancy Announcement



Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our "Employer of Choice Bank"

Receptionist, Adminstration Affair Unit (1 Position based in Head Office)

This role is responsible for greeting and directing clients, answering phone calls, scheduling appointments, verifying and escorting guests, managing data entry, assisting with administrative tasks, monitoring office supplies, and coordinating meetings and visitor arrivals.

Main Duties

- Greet clients, customers, and visitors upon arrival and direct them to the appropriate party;
- Answer phone calls, send messages, or forward calls to the appropriate party;
- Check in and verify guests, direct or escort them to their designated destinations, and notify the relevant parties;
- Schedule and confirm appointments for management and staff;
- Enter customer information and visitor data into the banking system accurately and on time;
- Assist with administrative tasks, including filing, data entry, and document preparation;
- Monitor office supplies and reorder as necessary to maintain efficient operations;
- Assist in organizing and coordinating internal and external meetings, including booking meeting rooms, arranging room interviews, and providing necessary materials;
- Inform bank employees of visitor arrivals or cancellations, ensuring smooth coordination;
- Perform any other relevant duties assigned by Management.

Skills/ Experiences

- Bachelor's degree in marketing, Business Administration or equivalent
- At least 3 years of experience in digital marketing.
- Strong understanding of digital marketing channels (social media, email, search engine optimization, paid advertising).
- Proficiency in Google Analytics and other data analytics tools.
- Ability to work independently and have a high sense of teamwork.
- Effective cross-functional collaborator, ensuring marketing aligns with business goals and leverages shared resources.
- Strong communication skills to convey ideas clearly and craft impactful marketing content for diverse audiences.
- Creative mindset, problem-solving abilities, and attention to detail.

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (**with current photo**) to: hr@ftb.com.kh or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd(169), Sangkat Veal Vong, Khan 7Makara Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597/081 444 179.

