



## ATM Operation Assistant

Deadline: 30<sup>th</sup> September 2019 | Apply to: [job@sathapana.com.kh](mailto:job@sathapana.com.kh)

### Location

- Head Office (03 Positions)

### Responsibilities

- Cooperate with relevant departments and vendor on ATM maintenance.
- Cooperate with other department on monitoring the availability of services or transactions via all ATM machines.
- Facilitate with branches and relevant department regarding to ATM physical securities.
- Keep monitoring / supporting cash replenishment.
- Respond on daily job with ATM Team and branches.
- Direct call in/out - to/from branches.
- Onsite support new ATM deployment/replacement to branches and/or offsite.
- Onsite/ off-site support ATM maintenance.
- Issue Tracking and Monitoring support via CCU & Other related team.
- Keep monitoring all ATM to improve ATM UP Time.
- ATM monthly reconcile report review from all branches.
- Other tasks assigned by Unit Manager from time to time.

### Qualifications

- Degree or relevant professional qualification in Business, Accounting, Economics, Management or with relevant working experience in this area.
- Fresh Graduate are encouraged.
- Sound knowledge in financial services.
- Hard working, commitment and willing to learn new things.
- Good Communication skill and strong team player.
- Good in verbal and written in English

### How to apply

- Interested candidates are encouraged to send an updated CV to [job@sathapana.com.kh](mailto:job@sathapana.com.kh) or [sok.socheat@sathapana.com.kh](mailto:sok.socheat@sathapana.com.kh)
- For more information, please contact us via 096 39 65 557 / 069 709 108 or go to [www.sathapana.com](http://www.sathapana.com)