



Operational Policy and Procedure Officer

Closing Date: 30th April 2019 | Apply to: chhay.sreythuy@sathapana.com.kh

Location

- Head Office (03 Positions)

Responsibilities

- Assist to review and update operational policies, tools and procedures to ensure the effective implementation is followed by processes
- Support by coordinating and facilitating other departments on policies and procedures in establishing and reviewing those prior to preceding for approval
- Assist an effective mechanism tool to ensure that all the policies, procedures and guidelines are regularly or periodically reviewed and up-to-date
- Register and maintain all the policies, procedures and guidelines
- Initiate and develop the detailed documentation of business processes, guidelines, policies and workflows
- Assist Policy and Business Process Manager in developing strategic for business processes
- Assist to Analyze opportunities and threats that may affect and impact to the banking's business
- Make and advise appropriate recommendations to enhance business processes to be effective and efficient

Qualifications

- Bachelor degree in Business Administration, Finance and Banking or other related fields
- At least a basic experience from banking and financial service industries, preferably in both frontline and supporting function
- Good at policy development, guidelines composition and process improvement
- Good at communication skill both written and spoken
- Ability to manage multi-task and working pressure
- Able to work at fields

How to apply

- Interested candidates are encouraged to submit the updated CVs to job@sathapana.com.kh or chhay.sreythuy@sathapana.com.kh
- For more information, please go to www.sathapana.com.kh or contact us at 096 418 2222/ 096 958 7777/ 096 258 0666