



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Senior Officer, Operational Policy and Process

Based in Phnom Penh, Cambodia

Responsibilities

- Review and update operational policies, tools and procedures to ensure the effective implementation is followed by processes
- Coordinating and facilitate other departments on policies and procedures in establishing and reviewing those prior to preceding for approval
- Execute 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 in developing strategic for business processes
- Analyze opportunities and threats that may affect and impact the bank's business
- Advise appropriately and make recommendations to enhance business processes to be effective and efficient
- Perform other task as assigned

Qualifications

- Bachelor's degree in Business Administration, Finance and Banking and other related degrees
- At least 4 years of working 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, working under pressure and able to work at the field
- 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/>