



Senior Operational Policy and Procedure Officer

Deadline: 30th September 2019 | Apply to: job@sathapana.com.kh

Location

- Head Office (01 Position)

Responsibilities

- Review and update operational policies, tools and procedures to ensure the effective implementation is followed by processes.
- Coordinate 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 Policy and Business Process Manager in developing strategic for business processes.
- 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.
- Perform other task assigned by manager.

Qualifications

- Bachelor degree in Business Administration, Finance and Banking or other related fields
- At least 4-year-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 contact us at 096 39 65 557 / 096 257 9666 or go to www.sathapana.com.kh