

Job Description

Position:	Executive Assistant
Department:	Executive Office
Reporting to:	Executive Director and Shareholder's Representative
Location:	Headquarter

I. Duties and Responsibilities

➤ Corporate Secretariate

- Attend meetings and travel with the ED to provide on-the-ground support, ensure preparedness, and capture key outcomes.
- Prepare and manage the corporate meetings including the Annual General Meeting, Board of Directors' meeting and Boards' Committee meeting.
- Lead and oversight the whole meeting process, starting from proposing agendas to following actions resulting from the meetings.
- Draft significant corporate reports after the meetings.
- Draft written resolutions of the Boards and shareholders to comply with the local authorities and lender requirements.

➤ High-Level Communication

- Screen, prioritize, and draft high-level communications, presentations, and correspondence.
- Act as interpreter (EN to KH, KH to CN, CN to EN) for the shareholders.
- Communicate the instruction or request from the Executive Director and Shareholder's Representative to the senior management and the head of the department.
- Facilitate communication between the senior management to the directors.
- Ensure follow-ups and action items from meetings are tracked and completed effectively.

➤ Banking Operations

- Support Executive Director and Shareholder's Representative in assessing applications to ensure compliance before approval.
- Visit branches as needed to understand daily operations and initiate improvement plans, suggestions, and recommendations.
- Prepare briefing materials, research, and agendas for internal and external meetings.
- Liaise with senior executives, board members, partners, and external stakeholders with professionalism and discretion.
- Anticipate the needs of the ED and take initiative to address issues before they arise.
- Handle confidential and time-sensitive information with the utmost integrity.

II. Qualification

➤ Education:

- Degree in finance, business administration or relevant.
- Having a finance license is a plus.
- Chinese language is a plus.

➤ Experience:

- Minimum 5 years of experience with 2 years of managerial experience related to the field of law, compliance, audit, risk assessment or communication.
- Detail-oriented with the ability to deliver accurate work within established deadlines.
- Excellent written and verbal communication skills.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.

➤ Skills:

- Organizational, Interpersonal, communications, time-management, flexibility and adaptability, and project management.
- Chinese proficiency is a plus.