

Job Description

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| Position: | Branch Manager |
| Department: | Premier Banking |
| Reporting to: | Head, Premier Banking |
| Location: | Chbar Ampov 2 Branch |

I. Duties and Responsibilities

- Participating in deposit planning, branch operation, strategic plan, and branch sale drive.
- Leading, managing, and motivating subordinates to work effectively.
- Lead in promoting bank products to customer and targeted area.
- Manage on branch customer service assurance.
- Tracking the change of competitive market conditions, customer's demand, satisfaction, complaint as well as providing recommendation to account opening, banking operation and other banking services modification if necessary.
- Controlling branch's income and expense effectively.
- Following up and stimulating the implementation of internal control procedure and compliance assurance.
- Preparing to branch operating reports to Branch Supervision Department and other important reports as requested by related departments.
- Achieving deposit plan.
- Participating in hiring and training branch employees.
- Other tasks assigned by the line manager.

II. Qualification

- BA in Finance and Banking, General Management or Business Certificate.
- At least 5 years' experience of analysis, assessment on loan at MFIs or Banks.
- At least 2 years' experience of Managing, leading and motivating subordinates.
- Skill Problem-solving, Proactive, Building good relations and creativity, Willing to work under pressure and meet deadline.