



## Employment Opportunity

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Cathay United Bank is an equal opportunity employer. We're focused on attracting and retaining the best talent to our organization. Cathay United Bank is a great place to be because we have leading edge strategies that offer employees a vision of the future and chance to be involved. Currently, we are looking for potential candidates to fill in below role.

### General Administration Officer

#### Location: Phnom Penh

#### Minimum Requirements:

- University degree in Business Administration, Business Management, English, Accounting or equivalent.
- Good organizational and communication skills
- Knowledge of MS Office
- A good team player with good interpersonal skill
- Be well presented with a professional manner and honest personality
- Ability to communicate well in English, knowledge of Mandarin Chinese will be an advantage

#### Key Responsibilities:

- Stationery supplies & office equipment control
- Manage travel arrangements or appointments
- Track stocks of office supplies and place orders when necessary
- Prepare reports, presentations, or proposals as assigned

**Closing date: 31 July 2018**

#### How to apply

If you are interested in an exciting career with us and consider joining our dynamic team, we welcome your application! Your CV shall submit to:

**Cathay United Bank (Cambodia) Co. Ltd.**

**Human Resources Department**

**68 Samdech Pan Street (St.214) Khan Daun Penh, Phnom Penh, Cambodia**

**Tel : (855) 23 211 211**

Or Email to: [hr@cathaybk.com.kh](mailto:hr@cathaybk.com.kh)