



Job Announcement

MOHANOKOR Microfinance Institution Plc is a financial institution in the provision of inclusive financial services to poor people within operation areas in 25 provinces and cities in order to contribute to the social economic development in Cambodia. To respond with rapidly growth of institution, we are looking for the qualified applicants for the vacant position as **Operation Support Officer - 01 Post** based in **Head Office**.

❖ Job Responsibilities:

- New branch opening: location consideration, renting negotiation, building floor plan, building renovation, office material and furniture installation.
- Contract: renting contract, delay contract, terminate building and ATM renting contract at branch.
- ATM machine installation: location consideration, negotiation, delivering, installing and operating.
- Installing and maintenance office material or tool at branch.
- Support in mechanical task of (water electric AC) and elevator maintenance service.
- Checking office security, safety and alarm system.
- Support in branch stationary inventory.
- Perform other task assign by manager.

❖ Job Requirement

1. Bachelor degree in Administration Law or other related degree.
2. Possess at least 2 year experience of related task.
3. Must be Cambodian adults.
4. Be able to use English language and Microsoft office.
5. Good interpersonal skill and good customer service.
6. Be smart, creative and analytic.
7. Be honest, good health, serious and high commitment.
8. Good communication and reliable.
9. Be able to travel to the province

➤ How to apply

- Interest candidates can be send an application with detailed CV to MOHANOKOR through E-mail address: recruitment@mohanokor.com or direct address #24, Yothapol Khemarak Phoumin Blvd (271), Sangkat Ou Baek K'am, Khan SenSok, Phnom Penh, Kingdom of Cambodia.
- Only short-listed candidates will be contacted for an interview
- For more information, please contact phone or Telegram: **087 999 291 / 087 999 221**.

Thank You!