



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 Recruitment Officer - 01 Post based in Head Office.

❖ Job Responsibilities:

- Implement for new head count and replacement based regional in charge
- Participate for Employer Branding such as National Employment Agency University and other Organization for resource supporting staff
- Assign and work close for internal and external announce like LinkedIn; Facebook; Telegram to be ensure that all Artwork and announce show off the branding of Mohankor`s Reputation
- Ensure replacement and new recruit on time to support branches to support business.
- Shortlist and selection for candidate based on region in charge.
- Coordinate for dating, booking room and Interview both direct and online interview
- Candidates negotiate for hiring that assign by Manager of Recruitment Unit
- Coordinate for processing.
- Coordinate for employee resign and movement based on regional charge.
- Assigning Team to coordinate and joining as committee Interview
- Work Closely with stakeholder department/ Branch for staff movement, change location, promotion, Replacement, demotion and conflict case
- Join as team building; Motivation; Inspiration ensure that recruitment unit operating smoothly
- Work closely with relevant department and Branch for staff movement; promotion; misconduct; demotion and terminate
- Ensure that recruitment policy is up to date and Mohanokor`s procedure
- Do monthly to manager of Recruitment Unit

❖ Job Requirement

1. Bachelor degree in Human resource, Marketing, public administration, Finance and Banking, Law, economics .extra
2. At least 3 years` experience in operations with commercial banks.
3. Strong managerial, planning, organizational, decision-making, interpersonal, analytical, and lateral thinking skills.
4. Strong problem solving, negotiation, and follow-up skills.
5. Good in time management and schedule trending.
6. Have good computer skills (Microsoft office, internet and email).
7. Excellent written and verbal communication in English.
8. High responsibility and integrity.

➤ 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!