



Employment Opportunity

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.

Receptionist

Location: Phnom Penh

Minimum Requirements:

- University degree in Banking & Finance, Marketing, English, Accounting or equivalent
- Fresh graduates and female candidates are encouraged to apply
- 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:

- Answering and forwarding any incoming phone calls
- Receiving and sorting daily mail, deliveries, or couriers
- Record and update the appointments, meetings, or booking of bank's vehicles
- Perform clerical duties as assigned by supervisors

Closing date: 28 February 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