

JOB DESCRIPTION

Job Title:	D. Branch Manager	Job Category:	D. Branch Manager
Section:	Operation	Dept./ Branch:	Operation and Branch Supervision
Location:	Peam Ro (Prey Veng)	Reporting to:	Branch Manager
Travel required:	Yes	Employment Type:	Full-Time Employee

COMPANY BACKGROUND

ABOUT THE ROLE

Deputy Branch Manager he/she will responsible for assist Head of Operation for day-to-day branch operation such as disbursement plan, sales, cash control, administration, staffs hiring and retention for potential resources. He/she also involving for setting goal, planning and strategies for branch run smoothly grow revenue and assisting customers for providing excellent customer service.

RESPONSIBILITY

- Assist Branch Manager or Head of Operation Prepare and Developing annually, monthly and weekly lending strategies disbursement for CCO, CO accordingly to goal vision and mission of KCM;
- Plan to expand operations area and staffing needs;
- Oversee approvals of loan, line of credit and other fiscal plans make sure adhered company policy and procedure;
- Monitor and coordinate for solving problem for overdue payment from clients;
- Find the solution resolving that issued internal/external conflict in branch;
- Market visit and make closely deal with dealers, brokers in branch operation area;
- Conducts field visit with CCO, CO and help them find-out new dealers, brokers, clients;
- Make marketing campaign and promote company's products and services;
- Managing branch performance including staffing, disciplinary action, administration, security, driving sales, cash control and customer's satisfaction if needs;
- Recruiting, vetting, interviewing, and hiring new employees;
- Other tasks assigned by Management team;

QUALIFICATION:

Knowledge	<ul style="list-style-type: none"> • Graduated BBA or MBA degree in Banking and Finance, Business Administration, Business Management, Public Administration or related field with • More than 3-year experience of Credit Assessment or Branch Management Role and preferably within MFIs, Financial Leasing and Banking • Proficient in Microsoft Office tools including project, Word and Excel • Excellent time management and organizational skills 		
Skills & Abilities	<ul style="list-style-type: none"> • Independent judgement and decision making ability • Excellent communication and leadership skill • Action oriented and results driven • Extensive knowledge of the Finance and Banking, Law, and Marketing. • Possess strong problem solving, interpersonal, and analytical skills • Spoken and written English proficiency 		
Others	<ul style="list-style-type: none"> • Honestly, Accountabilities, Willingness, team work, disciplinary action, • Value each other, 		
ACKNOWLEDGE & IMPLEMENTATION			
I have received this job description and have read and understood all the obligations and responsibilities above and agree to comply with the terms of the employment contract with Kongkea Capital MFI Plc.			
Employee:		Head of HR:	
Name:		Name:	
Supervisor:		Approved:	
Name			