



**JOB DESCRIPTION**

POSITION	DUTY STATION	REPORTING TO	Salary Scale
Head of HR Department	Head Office	CEO	USD 2,000 +

**I- ChokChey Finance is,**

- Established in 2016, operating 11 branches with 257 staffs.
- One of Top Micro-Finance Institutions
- Shareholders and Managements from Korea

**II- JOB PURPOSE is,**

- To advise CEO on strategic decision-making on business strategy after analyzing the financial and operational data.
- To implement operational excellence in HR Departments.

**III- DUTIES & RESPONSIBILITIES is,**

- Control and generate Recruiting Activities
- Control and follow up AL, GL, NSSF, health check, and other documents
- Checking and reporting closing Attendant and Manpower (staff active, new join, turn over, career)
- Corporate relation with CMA, IBF, Euro Charm
- Coordinate internal training when each department request and CEO request
- Assist CEO to conduct branch visit monthly (with Operation Team, COO)
- Check Over Time and Per-diem request expense, mostly driver and Operation Team
- Bring all memo, staff contract, and staff resign, to get CEO signature
- Check and propose staff move in and move out for CMA to CEO
- Handling for HR Committee reporting and meeting monthly to monitor the HR operational tasks correctly and efficiently, since we have enough staffs in charge of daily operational HR tasks.

**IV- QUALIFICATIONS:**

- Working Environment and ChokChey’s Culture
  - o Be prepared for working with foreigners who has different way of thinking from local people.

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ផ្ទះលេខ ៩-១១ ផ្លូវវង់ស្រែង សង្កាត់ស្ទឹងមានជ័យ ៣ ខ័ណ្ឌមានជ័យ រាជធានីភ្នំពេញ ព្រះរាជាណាចក្រកម្ពុជា  
 #9-11, St.Vengsreng, Sangkat Stung Meanchey 3, Khan Meanchey, Phnom Penh Cambodia



គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ ខេត្តសៀម ហ្វាយនែន ភីអិលស៊ី  
**CHOKCHEY FINANCE PLC.**

- Dare to make constructive mistakes and disclosure mistakes for improvement
  - Understand competitive, hardworking, and performance-oriented working environment
  - Overcome difficulties under high pressure with standard of working qualifications
- Task-related qualifications
- Experiences in working for the large entity (more than 100 staffs) is preferred
  - Manage all works in detail
  - Strong Communication Skill such as “brief” and “to-the-point Communication”
  - Shall be “Fluent in English”
  - Problem-solving skills
  - Multi-tasking skills
  - Efficient and On Time-management and project management skills

(EOD)