



OPERATIONS MANAGER

About Us

Kiu means "Bridge" - a bridge that connects people and businesses together. We are a social enterprise that is impacting small businesses today to make for a better Cambodia tomorrow. We work with small and medium-sized businesses (SMEs) and enable them to run their businesses more efficiently. When SMEs prosper, so do the communities they come from. Kiu develops powerful technology tools to help companies succeed. We will help you do the same with your career. In 2015, Kiu pioneered the idea of a fully integrated, cloud-based business management platform for the emerging markets, creating a whole new economy. Today, Kiu has helped over 25,000 companies and millions of careers grow like never before.

For more information, please visit our website at www.kiuglobal.com.

Your Role

Kiu Global is building a platform that offers simple, flexible, and affordable tools for enterprises to manage their businesses and access credit. To go global faster, we are looking for someone who is passionate about: financial technology, banking software, and enterprise resource planning (ERP) software.

Our team focuses on helping businesses to digitally transform their processes and delivering the best solutions to our customers so they can better manage their businesses and be equipped with all the right tools to grow their businesses.

As you are building products for businesses of all different industries, you will be able to learn more about how businesses operate in addition to being able to hone your own industry knowledge and gain invaluable technical skills and experience to level up your career.

Requirements

As a successful Operations Manager, you would need to demonstrate strong communication, organizational and negotiation skills. You should be a motivated self-starter with the ability to work with little or no supervision and possess the ability to assemble and manage teams. Also, we need you have:

- Proven work experience as an Operations Manager or similar role;

- Experience working with financial institutions, software or technology companies, or supply chains;
- Bachelor's degree in Business, Finance or Accounting, Technology, Economics or a similar field;
- Self-motivated, responsible and able to work well independently in a fast-paced start-up environment;
- Ability to understand high-level sales and operational strategies;
- Possesses great knowledge of business processes and demonstrates strong analytical abilities;
- Ability to communicate with customers and partners, manage teams and a variety of different projects;
- Enjoys challenges and able to demonstrate strong time management skills and meet targeted deadlines;
- Great communication in both English and Khmer language;
- Experience in using Accounting or other ERP systems such as Odoo, QuickBooks, Xero, SAP or Oracle is a major plus.

Responsibilities

- Manage the day-to-day operations of a small team to in line with the organization's policies and administrative needs.
- Manage and coordinate technical and administrative departments using Project Management software and Agile methodologies.
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity.
- Work with team members to identify and address problems, provide training or other resources wherever necessary.
- Ensure that company policies are adhered to, and processes are correctly communicated and followed.
- Delegate tasks as required and ensure that deadlines are met.
- Work closely with the backend finance and administrative teams to ensure company compliance and proper bookkeeping.
- Responsible for other supportive team duties as assigned by Management such as quotations, proposals, gap analyses, project implementations, etc.
- Prepare regular progress reports for the CEO.

Benefits

- Salary: Negotiable (based on experience);
- 18 days of paid annual leave;
- High future growth potential;

- Paid public holidays according to the statutory regulations;
- Team building dinners, company trips, etc;
- Friendly, start-up working environment with awesome colleagues;

Working time and location

- From Monday - Friday (8:00 AM – 5:00 PM)
- Kiu Cambodia Office – Phnom Penh, Cambodia

How to apply

All interested candidates, please send your CV in English to:

- Director - Mr. Dara Ouk
- Email: dara@kiuglobal.com

** Please note: We thank all applicants; however, only short-listed candidates will be contacted for interviews.*