



INTERNSHIP OPPORTUNITY

Cambodia Airports develops and manages Cambodia's network of international airports located in Phnom Penh, Siem Reap, and Sihanoukville. Its teams plan and design the development of airport infrastructure, build, and maintain the facilities, handle commercial activities, and provides services to stakeholders, including The Royal Government of Cambodia, passengers, airlines, and tenants.

Since its inception in 1995, Cambodia Airports has generated immense economic and social benefits for Cambodia by connecting the country to the world. Its leadership in airport development and operations translates in advanced working environment, staff benefit, and Corporate Social Responsibility policies.

Currently, we are seeking potential candidates to fill the positions of **Admin Trainee** at one of the 3 international airports.

Position: Admin Trainee (01 position – 6 months)
Location: Phnom Penh International Airport
Department: Repair & Maintenance

General Responsibilities:

- To be responsible in assisting all related administrative tasks such as preparing and controlling Repair & Maintenance Budget, Documents and Purchasing Order.

Job's Requirements:

- ✓ Fresh graduate or university student in Finance or Accounting;
- ✓ Have good knowledge of English;
- ✓ Have good knowledge of computer skills (Microsoft Offices, Email & internet);
- ✓ Have confident, dynamic and highly motivated personality;
- ✓ Be good in interpersonal and organizational skill;

Deadline: 17th September 2018 by 5:00 p.m.

Interested applicants should submit CV and cover letter to:

Phnom Penh International Airport
Administrative Building
PO Box 1256 – National Road N^o 4

Or contact through email: pnh.career@cambodia-airports.aero

Only short listed candidates will be contacted for an interview.