



JOB 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 Safety and Security Support Agent at one of the 3 international airports.

Admin Assistant (01 position)

Department: Terminal - Landside
Location: Phnom Penh International Airport

General Responsibilities:

- To be responsible for all daily administrative tasks for Landside operation including, but not limited to, document arrangement, filling, updating and following-up of tasks related to annual leave records, letter in/out, stationary control, meeting and travel arrangement.
- To perform other duties that may be assigned from time to time by direct superiors.

Job's Requirements:

- ✓ Cambodian nationality and legal age;
- ✓ Minimum Associate degree in administration or relevant fields;
- ✓ Higher diploma is a plus;
- ✓ At least two years' experiences in relevant field;
- ✓ Proficiency in both speaking and writing in Khmer and English, knowledge of any other languages are an advantage;
- ✓ Good Knowledge in Aviation Industry is a plus;
- ✓ Good knowledge in computer skills;
- ✓ Knowledge of principles and practices of basic office management
- ✓ Strong interpersonal skills and team spirit;
- ✓ Physically and mentally fit and able to work under pressure;
- ✓ Flexible, punctual and be able to adapt new change and challenge;
- ✓ Good organizational skills and can-do-attitude.

Deadline: 22nd October 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° 4

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

Only short listed candidates will be contacted for an interview.
The submitted documents will not be return.