



## 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 Flight Coordinating Agent at one of the 3 international airports.

### Flight Coordinating Agent (01 position)

**Department:** Ground Handling

**Location:** Phnom Penh International Airport

#### **General Responsibilities:**

- Be responsible for coordinating all activities with Ramp Side's personnel at aircraft, Operating Passenger Boarding Bridge (PBB), filing flight plan, editing any operational messages, and providing all necessary information or available documentation of the flights to airlines and/or cockpit crews;
- Be responsible for performing the tasks of load sheet after being trained and been qualified by airlines and/or aircraft types;
- Be responsible for checking ramp area including Foreign Object Damage (FOD) and anything that may obstruct the parking of aircraft.

#### **Working Conditions:**

- Working on shift (flexible working schedule rotating within 24h/7d);
- Wearing Uniform and individual safety equipment;
- Subject to Security/Safety certification prior to the employment.

#### **Job's Requirements:**

- ✓ Minimum Bachelor Degree and Majoring in IT is a plus;
- ✓ Experiences in Airport Services Activity is a plus;
- ✓ Proficiency in both speaking and writing in Khmer and English, knowledge of any other languages are an advantage;
- ✓ Good knowledge in computer skills (Microsoft Offices, Internet & Email, Database etc.....);
- ✓ Good knowledge in mathematic;
- ✓ Ability to work under pressure with less supervision;
- ✓ Good inter-personal skill, confident and motivated person;
- ✓ Physically and mentally fit and can-do-attitude.

**Deadline: 14<sup>th</sup> January 2019 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<sup>o</sup> 4

**Or contact through email:** [pnh.career@cambodia-airports.aero](mailto:pnh.career@cambodia-airports.aero)

Only short listed candidates will be contacted for further selection process.

The submitted documents will not be return.