



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 **Admin and Operation Officer** at one of the 3 international airports.

Position: Admin and Operation Officer (01 position)
Department: Safety and Security
Location: Phnom Penh International Airport

General Responsibilities:

- To facilitate administrative work of Airport Permit Control Office (APCO) regarding application for airport security ID badge, vehicle permit application, work permit, approval process and its daily operation;
- To cooperate with officers in charge organizing Safety and Security training session;
- To key-in training records, follow up of administrative matters (official documentation, records, certificates, ISO etc.), compile information and data for reporting;
- To support to the Security and Safety Department operations including field inspections, performance monitoring of staffs and contractors, reporting problems and proposing solutions;
- To control the department's stationary;
- To support and coordinate various meetings and events.

Job's Requirements:

- ✓ Minimum bachelor degree in relevant field;
- ✓ 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 etc.);
- ✓ Having experience in administrative work is an advantage;
- ✓ Having strong interpersonal, communication and organizational skill;
- ✓ Be confident, highly motivated and can-do-attitude;
- ✓ Be physically and mentally fit and be able to work under pressure;

Deadline: 22nd February 2019

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 document will not be returned.**