



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 **Cargo Office Clerk** at one of the 3 international airports.

Cargo Office Clerk (01 position)

Department: Cargo
Location: Phnom Penh International Airport

General Responsibilities:

- Be responsible for general handling of all inbound and outbound shipping documents after receiving from cargo staffs, customers, airlines etc.,
- To ensure that all documents are kept, retrieved easily and forward correctly to the right customers, airlines on time by following cargo airlines handling manual and working instruction at each workplace.

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 in relevant fields;
- ✓ Experience import and export logistic is good advantage;
- ✓ Customer service orientation and dynamic;
- ✓ Proficiency in both speaking and writing in Khmer and English, knowledge of any other languages, particularly Chinese language, are an advantage;
- ✓ Good knowledge in computer skills (Microsoft Offices, Internet & Email etc.....);
- ✓ Physically and mentally fit and can-do-attitude.

Deadline: 11th March 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^o 4

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

Only short listed candidates will be contacted for further selection process.
The submitted document will not be returned.