

## **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 Junior Supervisor** at one of the 3 international airports.

### **Cargo Junior Supervisor (01 positions)**

**Department:** Cargo

**Location:** Phnom Penh International Airport

#### **Main Responsibilities:**

- **Operations:**
  - Handle Air Cargo as per Cargo handling procedure: Monitoring the readiness of cargo to be accepted and exported or to be sorted and released to consignees.
  - Delivering relevant IATA reports, messages, and CAMS Cargo Reports within the defined timeline.
  - Performing cargo storage management following the internal storage process.
  - Resource management: staff headcounts and equipment to absorb the workload.
- **Supervisory:**
  - Team briefing: Information deescalating from Management to Subordinates, and vice versa.
  - Team performance monitoring: Evaluation, Coaching, Training, Recommendation, Discipline measures, etc.
- **Customer service:**
  - Professional interaction with both internal and external customers (CAMS Employees, Subcontractors, Airlines representatives, Shippers, Consignees, Freight forwarding agents, Public administrations representatives, etc.).

#### **Working Conditions:**

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

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

- ✓ Minimum Bachelor's Degree in related field with two years of experiences in supervisory level;
- ✓ Having experiences in airline or air-freight, warehouse, logistic and stock control is an advantage;
- ✓ Having good knowledge on Administration work and Human Resources Functions is an advantage;
- ✓ 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.....);
- ✓ Autonomous, Customer-oriented, multitasking capable, professional attitude, leadership, effective problem solving/decision making abilities.

**Deadline: 01<sup>st</sup> November 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)