



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 position of **Planning Coordinator** at one of the three international airports.

Position of: **Planning Coordinator** (01 position)

Location: **Siem Reap International Airport**

General Responsibility:

Coordinator in controlling the manpower resources of all department under Roster System of Cambodia Airport in compliance with the Labor Law and the Company rules.

Key's Job Activities:

- ✓ Create roster for all sections under Roster System effectively
- ✓ Ensuring that the Planning Informatics Application is well updated with the resources requisites and parameters and reporting to his/her superior in case of discrepancy
- ✓ Do prediction for before each seasons coming for both manpower and equipment.
- ✓ Controlling that the final data forwarded to HR for payroll purpose are correctly input
- ✓ Assist Management in budget preparation. Participate in said preparation with Ground Handling Management, when required
- ✓ Follow up training for GH Department.
- ✓ Involve in project implementing and leading.
- ✓ Verify final OT report for all sections to make sure it is correct according to the traffic need.
- ✓ Report and alert to management about OT, statistics of passengers, flights from each section.
- ✓ Assist all audit activities both internal and external.
- ✓ Work with quality section to facilitate ISO for each section in GH Department.
- ✓ Assisting management all administrative tasks
- ✓ Perform other tasks to be assigned from time to time by management

Essential Requirements:

- ✓ Legal working age
- ✓ Analysis skills
- ✓ High School Certificate is required. Vocational Training or University Degree is an advantage
- ✓ Good interpersonal and verbal communication and written skill both Khmer and English
- ✓ Work hard under pressure, flexibility and honesty
- ✓ Good Computer literacy and
- ✓ Confident and highly motivated person
- ✓ Can-do attitude

Deadline: 24 June 2019

Interested applicants should submit CV and cover letter to:

Siem Reap International Airport
P.O. Box 9307. Airport Road, Kork Dong Village, Sangkat Teok Vil,
Siem Reap City, Kingdom of Cambodia

Or contact through **Email:** rep.career@cambodia-airports.aero

**Only short listed candidates will be contacted for further selection process.
The summited documents will not be return.**