

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 **HR Officer** at one of the 3 international airports.

HR Officer (01 position)

Department: Human Resources – Business Unit

Location: Phnom Penh International Airport

Job's Responsibilities:

❖ **Payroll:**

- Assist in preparing staff monthly payroll by following payroll procedure or guideline;
- Process and calculate employee's benefits;
- Organize, maintain, and update all necessary employees' records into Employee Self Service SIHR (ESS);
- Respond for any query related to Compensation and Benefit Function;
- Keep and treat all payroll data in very high confidential and strict manner;

❖ **Personnel Administration:**

- Follow-up the employment contract status and prepare any type of documents related to employee employment;
- Follow-up on necessary documents including staff's employment card, entry medical checkup certificate, etc. as per requirement from the MoLVT, Ministry of Labor and Vocational Training and for compliance purposes;
- Ensure that all employees records and documents are properly filled in individual personal file in an organized and timely manner;

❖ **Industrial Relations**

- Provide support in industrial relations topics; and contribute to constructive social dialogue

Job's Requirements:

- Bachelor's Degree in HR Management or relevant fields, MBA is a plus;
- Strong organizational and analytical skills;
- Extensive practice and knowledge in Excel and solid knowledge of other office software (Ms. Office Word, PowerPoint, and Email & Internet....);
- Good knowledge in Cambodia Labor Law and relevant regulations is a plus;
- Very good in both speaking and writing in Khmer and English;
- Good communications and ability to work under pressure in autonomy;
- Trustworthy and integrity;
- High aspiration for teamwork, initiatives, and can-do attitude.

Deadline: 31st March 2022 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° 4

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

Only short-listed candidates will be contacted for an interview.

The submitted documents will not be returned.