



## 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 (03 positions)

**Department:** Cargo  
**Location:** Phnom Penh International Airport  
**Salary Range:** **350\$ - 450\$**

#### General Responsibilities:

- Be responsible for general handling of all inbound and outbound shipping document after receiving from cargo staff, customers, airlines etc., and 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:

- ✓ Cambodia nationality and legal age;
- ✓ Minimum University degree in relevant fields;
- ✓ Proficiency in both speaking and writing in Khmer and English, knowledge of any other languages, particularly Chinese language, are an advantage;
- ✓ Experience import and export logistic is good advantage;
- ✓ Customer service orientation and dynamic;
- ✓ Good knowledge in computer skills (Microsoft Offices, Internet & Email etc.....);
- ✓ Ability to work under pressure with less supervision and willing to learn new things;
- ✓ Good inter-personal skill, confident and motivated person;
- ✓ Physically and mentally fit and can-do-attitude.

**Deadline: 15<sup>th</sup> June 2018 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)**

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