



JOB ANNOUNCEMENT

Under a public-private partnership with the Royal Government of Cambodia, Cambodia Airports holds the concession for the development and the management of the Kingdom's three international airports in Phnom Penh, Siem Reap and Sihanouk Province.

We are inviting qualified candidates to fill below position in **Phnom Penh International Airport**:

Position: Communications Assistant (reporting to Communication & PR Director) (1 position)

General Responsibilities:

- To assist in daily administrative activities of the PR and Communication Department
- To support in performing tasks related to digital communications

Key job activities:

The functions of the **Communications Assistant** include, but not limited to the following:

- Document Control related with ISO Department.
- To assist in daily administrative tasks including following-up with booking air tickets, accommodation and vehicle booking, booking and preparing meeting room.
- Filling documents and verifying for contract, invoice, memos, travelling, leave request, medical, claims etc.
- To support translating documents from English to Khmer and vice-versa.
- To assist organizing PR events including coordination with the media, suppliers and other internal and external joint-organizers.
- To support different activities related to further enhancement and development of Cambodia Airports brand.
- Website assistance in:
 - ✓ Carrying-out the evolutive maintenance of the new website and further develop it (adding functionalities, sections, improving presentations...).
 - ✓ Developing its outreach and traffic; strategy of site referencing, SEO etc.
 - ✓ Updating the website as required.
- Intranet assistance when the platform is set.
- Facebook assistance in:
 - ✓ Developing new digital content formats such as video, audio.
 - ✓ Fostering community building.
- Assist in monitoring social media on issues related to the company.

Requirements:

- Cambodian legal working age.
- Bachelor degree in Communications or/and Marketing or other related fields.
- Strong interest in the area of digital communication - social media and website in particular.
- Basic technical understanding and know-how in Information Technology.
- Strong commitment and high contribution to company's vision, mission and core values (EPICS).
- Good command in spoken and written English and Khmer, other languages such as Chinese a plus.
- Very good interpersonal and communication skills.
- Loyal, confident, and highly motivated person.
- Organizational skills and team spirit.
- Excellent interpersonal and communication skills.
- Ability to work independently with less supervision and meet deadlines.
- Can do attitude.

Deadline: 30th August 2018

Interested applicants should submit CV and cover letter to:

Phnom Penh International Airport
Administrative Building
PO Box 1256 – National Road N^o 4

Or contract through **Email: career@cambodia-airports.aero**
Telephone: **[023 862 800](tel:023862800), extension number: 1312**

Only short listed candidates will be contacted for an interview.