



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 FMU Agent at one of the 3 international airports.

Purchasing Helper (01 position)

Department: Purchasing

Location: Phnom Penh International Airport

General Responsibilities:

- Shall be responsible of general purchasing documents "In/Out";
- Shall deliver the purchased goods to the requesters;
- Shall handle the stock control "In/Out";
- Shall handle the purchasing administrative tasks;
- Shall file the purchasing document;
- Shall record, control and report of purchasing request (Ex: Uniform, Stationary and others).

Job's Requirements:

- ✓ Cambodian nationality and legal age;
- ✓ University student or Fresh Graduate;
- ✓ Having good knowledge in accounting is a plus;
- ✓ Possessing a valid driving license is a plus;
- ✓ 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 etc....);
- ✓ Physically and mentally fit;

Deadline: 17th August 201 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 further selection process.
The submitted documents will not be return.**