



## **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 Purchasing Assistant at one of the 3 international airports.

### **Purchasing Assistant (01 position)**

**Department: Purchasing**

**Location: Phnom Penh International Airport**

#### **General Responsibilities:**

- Be responsible of general purchasing documents "In/Out";
- Deliver the purchased goods to the requesters;
- Handle the stock control;
- Record, control and report of purchasing request;
- Handle the purchasing administrative tasks as assigned by superior;

#### **Job's Requirements:**

- ✓ Fresh Graduate in relevant field;
- ✓ Having good knowledge in Accounting is a plus;
- ✓ Possessing a valid driving license;
- ✓ Good knowledge in both speaking and writing in Khmer and English;
- ✓ Good knowledge in computer skills (Microsoft Offices, Internet & Email etc....);
- ✓ Dynamic and motivated personality;
- ✓ Good Communication and Organizational Skill.

**Deadline: 01<sup>st</sup> October 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 documents will not be return.**