



### **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 Junior Supervisor** at one of the 3 international airports.

#### **Cargo Junior Supervisor (01 position)**

**Department:** Cargo

**Location:** Phnom Penh International Airport

#### **General Responsibilities:**

- Be responsible to general function of office work, administration, customer services and team supervision to ensure adherence to quality standard, deadlines, standard operating procedures, working instruction.
- Ensure that subordinates always fully operated and maintained equipment properly and complied with safety rules and regulations. Immediately report all irregular cases to immediate superior to ensure that the corrective and/or preventive actions are undertaken.
- In charge of import, export and document counter when is on duty.

#### **Working Conditions:**

- Working on shift (flexible working schedule rotating within 24h/7days);
- Wearing uniform and individual safety equipment;
- Subject to Security/Safety certification prior to employment.

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

- ✓ Bachelor's Degrees in related field;
- ✓ Have experiences in airline or air-freight, warehouse, logistic and stock control is an advantage;
- ✓ Minimum two years of experiences in supervisory level;
- ✓ Have good knowledge on Administration work and Human Resources Functions are an advantage;
- ✓ 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, Database etc.....);
- ✓ Be able to work with less supervision and under pressure;
- ✓ Must have effective problem solving/decision making abilities;
- ✓ Have strong leadership, instructional and interpersonal skills and willing to work on multi-tasks;
- ✓ Have good Customer Care attitude;

**Deadline: 24<sup>th</sup> December 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.**