



## **INTERNSHIP 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 **Admin Trainee** at one of the 3 international airports.

**Position:** Admin Trainee (01 position – 6 months)  
**Location:** Phnom Penh International Airport  
**Department:** Repair & Maintenance

### **General Responsibilities:**

He/she is responsible in assisting all related administrative work such as preparing and controlling Repair & Maintenance Budget, Documents and Purchasing Order.

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

- ✓ Fresh graduates or university students in Finance or Accounting or any related field;
- ✓ Good knowledge of English;
- ✓ Good knowledge of computer skills (Microsoft Offices, Email & internet);
- ✓ Confident, dynamic and highly motivated personality;
- ✓ Must have honesty, courtesy, trustworthy, and be good in interpersonal skill;
- ✓ Punctuality, team spirit, good organization, and can-do-attitude;
- ✓ Be available to work from Monday to Thursday (08:00-18:00) and Friday (08:00 – 17:00).

**Deadline: 12<sup>th</sup> April 2019 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](mailto:pnh.career@cambodia-airports.aero)

**Only short-listed candidates will be contacted for an interview.  
The submitted document will not be returned.**