



## **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 **Lost and Found Agent** at one of the 3 international airports.

**Position:**                    **Lost and Found Agent (01 position)**  
**Department:**           **Ground Handling**  
**Location:**                 **Phnom Penh International Airport**

### **General Responsibilities:**

- Provide assistance for passengers/customers who have lost items;
- Answer phone, Email, and in-person inquiries regarding lost items;
- Accept found items from multiple sources and enter items in our computerized system;
- Monitor and ensure the timely delivery of baggage/items and follow-up the process of work until the final solution by keeping passengers informed;
- Perform administrative tasks such as recording and filing documents.

### **Working Conditions:**

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

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

- ✓ Minimum Bachelor degree in related field;
- ✓ Having experiences related to customer services 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.....);
- ✓ Customer service orientation and be dynamic;
- ✓ Good interpersonal skill, confident person and problem solver;
- ✓ Physically and mentally fit and can-do-attitude.

**Deadline:**        **03<sup>rd</sup> May 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<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.**