



## **JOB ANNOUNCEMENT**

**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 below position in Siem Reap International Airport.

**Position:**      **TRAINEE (01 position)**

**Department:** **Commercial**

**Location:**    **Siem Reap International Airport**

### **General Responsibilities:**

- Contract management
- Recording & updating of commercial contracts
- Supervise the commercial activities of the airport such concessionaires, airlines and other tenants
- Liase with operations department on day to day tasks.
- Attending and assisting with clients complains and requirements
- Implementing and assuring that all requirements are compiled by clients
- Maintaining & updating all records, data and statistics on commercial activities and both aeronautical and non-aeronautical activities.
- Act as a liaison between the customers and the airports and also between various departments of the airports.
- And any other duties, jobs, assignments and responsibilities as assigned by the company.

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

- ✓ Legal working age
- ✓ Fresh graduate student in any field/major
- ✓ Good at computer skills (Microsoft Offices and E-mail)
- ✓ Proficiency in both writing and speaking in Khmer and English
- ✓ Willing to learn new skills and can work under pressure
- ✓ Good interpersonal and communication skill

**Deadline:      25 March 2019**

**Interested applicants should submit CV and cover letter to: Siem Reap International Airport**

P.O. Box 9307. Airport Road, Kork Dong Village, Sangkat Teok Vil,  
Siem Reap City, Kingdom of Cambodia

Or contract through **Email:**    [\*\*rep.career@cambodia-airports.aero\*\*](mailto:rep.career@cambodia-airports.aero)

Telephone:                            **063 962 400, extension number: 2203**

**Only short listed candidates will be contacted for an interview.**