

## **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 a potential candidate to fill the position of **Secretary/Assistant to General Manager** at one of the 3 international airports.

### **Secretary/Assistant to General Manager (1 position)**

**Department:** Airport Manager - Business Unit

**Location:** Sihanouk International Airport

#### **General Responsibilities:**

- The Secretary/Assistant to GM is primarily responsible for timely administrative services for the General Manager and coordination of meeting, providing logistical support to General Manager in Sihanouk International Airport (Sihanouk Ville).

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

- ✓ Legal working age;
- ✓ University degree preferred in Business Administration;
- ✓ Minimum 3-year experiences in office administration and supporting services;
- ✓ Proves proficiency in both spoken and written English and Khmer and ability to translate/interpret Khmer to English and vice versa; basic Chinese language is a plus;
- ✓ Proficient in Microsoft Offices (Outlook, Word, Excel, and Power Point);
- ✓ Ability to work under pressure with less supervision;
- ✓ Demonstrates can-do attitude.

**Deadline: 16<sup>th</sup> November 2019 by 5:00 p.m.**

Interested applicants should submit CV and cover letter to:  
Sihanouk International Airport  
P.O. Box 9545, National Road N° 4, Tmor Thum Village,  
Ream Commune, Prey Nop District, Sihanouk Province, Kingdom of Cambodia

**Or contract through Email:** [kos.career@cambodia-airports.aero](mailto:kos.career@cambodia-airports.aero)  
Telephone: 017 444 360, extension number: 3273

**Only short listed candidates will be contacted for an interview.  
The summited documents will not be return.**