



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 **Compensations & Benefits Assistant** at one of the 3 international airports.

Compensations & Benefits Assistant (1 position)

Department: HR & Admin – Business Unit

Location: Sihanouk International Airport

General Responsibilities:

- C&B Assistant will report directly to C&B Supervisor and assists superior in compensations and benefits, labor compliance, HRIS and employee healthcare as per required by superior in Sihanouk International Airport (Sihanouk Ville).

Job's Requirements:

- ✓ Legal working age;
- ✓ High school or higher education is an advantage;
- ✓ Good English in both speaking and writing;
- ✓ Good MS Offices skills, advance level in Ms Excel is preferred;
- ✓ 1-year experience in C&B and compliance field;
- ✓ Demonstrate high discipline in performance of duty as required by superior;
- ✓ Strong analytical skills;
- ✓ Good communication and interpersonal skill;
- ✓ Demonstrates can do attitude.

Deadline: 16th 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
Telephone: 017 444 360, extension number: 3273

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