

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 inviting qualify candidates to fill below position in Sihanouk International Airport.

HR Trainee (01 position)

Department: HR

Location: Sihanouk International Airport

Key Objective:

- Arrange accommodation, Air-ticket, Bus ticket for staff traveling;
- Check Roster, Daily Time Record Sheet for payroll preparation;
- Update staff annual leave into SMART HR system;
- Issue medical form and update medical data into SMART HR system;
- Coordinate with other department to arrange training room and training materials;
- Contact the applicant for any test or interview during recruitment process;
- Coordinate with the concern internal trainers to arrange the induction training courses for new recruited staff as well as airport pass request.

Any Interest candidate should possess the following qualification and skill:

- Cambodia Nationality
- University student in any field/major
- Good computer in Microsoft office and E-mail
- Proficiency in Khmer and English both writing and speaking
- Willing to learn new skills and work under pressure
- Good interpersonal and communication skill

Deadline: 01th December 2019

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: [061 666 012, extension number: 3279](tel:061666012)

Only short listed candidates will be contacted for an interview.