

## **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 **Training Coordinator** at one of the 3 international airports.

### **Training Coordinator (01 position)**

**Department:** Human Resources – Business Unit

**Location:** Phnom Penh International Airport

#### **General Responsibilities:**

Training Coordinator is responsible to coordinate all training programs at PNH Business Unit. S/he works closely with all concerned departments/stakeholders and internal trainers to assure that training are delivered in a well-organized and timely manner in line the training needs (training plan) and training policies/procedure.

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

- ✓ Bachelor degree in Business Administration or related fields;
- ✓ At least 2 years of experiences in HR and Admin Practices;
- ✓ Certificate in ToT (Training of Trainer) is a plus;
- ✓ Good knowledge in Microsoft Offices and high proficiency with MS Excel;
- ✓ Proficiency in both speaking and writing in Khmer and English, knowledge of any other languages are an advantage;
- ✓ Flexible, highly confident, trustworthy and team spirit;
- ✓ Good interpersonal and good communication skills;
- ✓ Ability to work under pressure with less supervision;
- ✓ Proven good organization skill;
- ✓ Confident and highly motivated person;
- ✓ Flexibility, Punctuality, Team Work Spirit, Initiative, and can-do attitude

**Deadline: 20<sup>th</sup> September 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° 4

**Or contact through email:** [pnh.career@cambodia-airports.aero](mailto:pnh.career@cambodia-airports.aero)

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

**The submitted documents will not be returned.**