

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 **Admin Trainee** at one of the 3 international airports.

Admin Trainee (01 position)

Department: Operation – Business Unit

Location: Phnom Penh International Airport

Job's Responsibilities:

- Assists in arranging and facilitating the meetings;
- Assists in creating and maintaining filing systems;
- Types documents as required;
- Translates document as required;
- Assists in onboarding new employees;
- Assists in maintaining various databases;
- Assists in providing information by answering questions and requests;
- Performs other tasks from time to time assigned by superior.

Job's Requirements:

- ✓ Fresh graduates or 3rd year/4th year university students;
- ✓ Good knowledge of English;
- ✓ Good knowledge of computer skills (MS. Offices, Email & Internet);
- ✓ Be confident, dynamic and highly motivated personality;
- ✓ Demonstrate honesty, courtesy, trustworthy;
- ✓ Be good in interpersonal skills;
- ✓ Be punctual;
- ✓ Good organizational skills;
- ✓ Demonstrate can-do attitude;
- ✓ Be available to work from Monday to Thursday (08:18:00) and Friday (08:00 – 17:00).

Deadline: **18th November 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

Only short listed candidates will be contacted for an interview.
The submitted documents will not be returned.