



## **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 **Planning Officer** at one of the 3 international airports.

### **Planning Officer (01 position)**

**Department:** Human Resources – Business Unit

**Location:** Phnom Penh International Airport

#### **General Responsibilities:**

- Planning Officer assists to plan and issue the roster for all departments in Phnom Penh International Airport. S/her oversee and gathers the information related to staff's requirement to issue the roster which fit the workload of each department.
- S/he prepares and verifies staff Monthly Attendance of each concerned department to HR Payroll and assist to conduct all training relating to Workbridge Staff Manger and Real-Time Manager.
- S/he shall work closely with Payroll team to keep update about the staff movements as well as with training team to facilitate the arrangement of training in the roster. S/he assists in specific HR projects as assigned by superiors.

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

- ✓ Minimum bachelor's degree in IT or Business Administration or related fields;
- ✓ Knowledge in Airport Operation is advantage;
- ✓ Knowledge in IT-Programing or Database is a plus;
- ✓ Good knowledge in Microsoft Offices. High proficiency in MS Excel is preferred;
- ✓ Good communication and team spirit;
- ✓ Highly motivated person and can-do attitude;

**Deadline:** **23<sup>rd</sup> December 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<sup>o</sup> 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.**