



## **Job description ADMIN OFFICER**

Established since 2006 Bodia has started its activities by opening sheltering cocoon Spas in Siem Reap and Phnom Penh offering an authentic vision of relaxation in a modern designed Spa ([www.bodia-spa.com](http://www.bodia-spa.com)). In order to guaranty the quality of its treatment, Bodia has created its own line of natural products made in Cambodia under the brand Bodia Cambodian Apothecary that promotes the traditional know-hows and uses local resources ([www.bodia.com](http://www.bodia.com)).

Nowadays, Bodia is a network of 7 Spas in Cambodia (4 locations in Phnom Penh & 3 locations in Siem Reap) dispensing quality treatments and offering therapist training to other spas, hotels and extending its services to franchise opening. Bodia products are made in our factory located in Phnom Penh and distributed in all official Bodia Spas and Stores, through a network of 50 local distributors and 1 online shop.

In order to support and develop its operations, Bodia Spa is seeking an **ADMIN OFFICER**.

**Duration:** Initial contract length is 1 year

**Salary:** 200\$-300\$

### **Main contacts:**

The Admin Officer will report to:

- Admin Supervisor
- Head of HRA

### **Scope of work:**

Admin's works focus on:

- Public Relations
- Documentation
- Office Management
- Admin Supports.

### ***1. Responsibilities***

- Set up finger print for new staffs
- Manage staffs' attendances
- Control the company's assets
- Manage the security and cleaner
- Manage on stationary (in/out)
- Manage first aid and stock
- Manage all events in company (Monthly staff's party, Birthday party etc...)
- Manage administrative expend chart account
- Review insurance and claim accident with Forte or NSSF (Vehicle, Moto, Tuk Tuk and staffs)
- Review vehicle tax road and visa extending for expats
- Take documents to ministries for applying or submitting legally



- Other works set up by supervisor and manager.

## **2. Company Images**

Keep monitoring of the following items in order keep the company image

- Be polite and friendly to the others
- Be a Business Unit partner
- Make yourself tidy and clean
- Oversee the good working environment.

### **Candidate Profile:**

The qualified candidate will have the following experience:

- An individual with positive mind-set
- Minimum 1 or 2 years related working
- Good at computer skills (Microsoft office, internet and e-mail)
- Creative and be able to work effectively and cooperatively with co-workers
- Able to be work under pressure
- Good at English skills capabilities is an advantage
- Able to travel to visit all branches in Phnom Penh

### **Benefit Package:**

- Competitive Salary
- 13 months
- Benefit (phone & petrol)
- Yearly Salary revising on evaluation
- Insurance
- Annual Leave, Public Holiday, Day Off, Sick Leave, Maternity Leave compliance per Cambodian labour law

### **Contact Information:**

Interested candidates are requested to submit CV together with recent colour photo (4 x 6), a cover letter through HR office:

- Name: Leakhena (Ms.)
- Position: Admin Supervisor
- Tel: 011 806 396
- Email: [admin.officer@bodia.com](mailto:admin.officer@bodia.com)
- Address: #26, corner Sothearos Blvd and Street 178, above U-Care Pharmacy, Phnom Penh.