

Position: **HR and Admin Supervisor**

Salary: **\$500-\$700**

Location: **Siem Reap**

Main contacts:

HR and Admin Interns will depend of:

- Head HRA Department
- HR & Admin Manager

Scope of work:

HR & Admin's work focus on:

- Public Relations
- Documentation
- Office Management
- Admin Supports
- Recruitment
- Training and Staffs development

1. Responsibilities

- Recruit and welcome new staffs
- Manage staffs' profile
- Control the company's assets/ Office assets
- Manage the security and parking
- Manage on stationary (in/out)
- Survey and development the training course for staffs
- Manage all events in company (Monthly staff's party, Organizing training, events ...)
- 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

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

Candidate profile:

The qualified candidate will have the following experience:

- An individual with positive mindset
- Bachelor degree in Law or Public administrative
- 2 or 3 years' experiences in related to the files
- 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
- Benefit (phone & petrol)
- Insurance
- Annual Leave, Public Holiday, Day Off, Sick Leave, Maternity Leave compliance per Cambodian labor law

CONTACT INFORMATION

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

- Tel: 011 520 015/ 012 452 004
- Email: hr@bodia.com or admin.pp@bodia.com
- Address: #26, corner Sothearos Blvd and Street 178, above U-Care Pharmacy, Phnom Penh.