



## Job Announcement

Asianerial Advisory Int Co., Ltd. is the leading local professional accounting firm providing accounting, tax outsourcing, and businesses establishment service for all businesses. We are now looking for dynamic, energetic and qualified candidates to fulfill the position of **Admin Asistant** based in Phnom Penh.

Number of position	01
Location	Phnom Penh

### Main Job Tasks and Responsibilities

- Publish internal regulation and implement;
- Prepare job announcement;
- Coordinate in staffs recruitment process;
- Prepare annual calendar, announcements, and other internal documents;
- Manage staffs profile and application;
- Control staff's attendance and leave;
- Prepare and control administrative letter
- Filling and maintain admin documents properly;
- Organize weekly, monthly, annually meeting, and other training courses
- Purchase supplies, tools, and equipment
- Manage the work place environment to be a good condition;
- Report to management for weekly, monthly, and annually;
- Other task assign by officer.

### Education and Experience Requirements

- Male or Female at least 18 years old.
- Bachelor degree of business administration, law or related field.
- Knowledge of administration or economic principles;
- High level of English proficiency + written and spoken;
- Knowledge of applicable laws, codes and regulations;
- Knowledge of Computer (Word, Excel, PowerPoint and access is **plus**)
- Usually a minimum of 1 year experience in the admin or related field;

### Key Competencies

- Be honest, confidential, patient and friendly, smile
- Be able to come up with initiative ideas and knowledge sharing
- High Commitment to achieve core value, vision and mission of the company
- Mindset in Business Ethic

- Attention to detail and accuracy
- Flexible and be able to handle complex and changing client environment
- Strategic and critical thinking
- strong communication and interpersonal skills
- information and task monitoring
- problem identification and analysis
- judgment and problem-solving
- supervisory skills
- stress tolerance

#### **Benefit & Compensation:**

- Salary (negotiable) with bonus and incentive.
- More learning opportunity

#### **Deadline: 10 November, 2017**

Interested candidate, please submit CV and Covering Letter with stating your expected salary through via mail or office address below. Only shortlisted candidates will be notified and contacted by phone for interview. The documents received will not be returned.

#### **Contact Information**

Address: #80F, 210, Sangkat Toek Laork Ti 3, Khan Toul Kork, Phnom Penh.

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