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ASIANERIAL ADVISORY INT CO., LTD

## Job Announcement

### About Company

Asianerial Advisory Int Co., Ltd. is the leading local professional accounting firm which provides Accounting, Tax Outsourcing, and Business Registration Services for all businesses. With generous support from clients and all stakeholders, Asianerial Advisory, unhesitantly took a step forward by gaining its full registration as a private limited company with full conformity to the Law on Commercial Enterprises of Kingdom of Cambodia and License of Tax Service Agent Being awarded by the General Department of Taxation.

Now the company urgently needs **Registration Assistant** to be based in Phnom Penh. Please check out the below JD and Requirement of position:

Number of Position	01
Location	Phnom Penh

### Job Descriptions

- Obtaining work plan from supervisor
- Communicating with client on service operation
- Preparing commercial application and supporting documents for company registration at Ministry of Commerce and other institutions
- Preparing tax registration application registration form and supporting documents for company registration at General Department of Taxation
- Preparing application for requesting license with related Ministries
- Accompanying clients to attend at ministry or other institute (if any)
- Submitting application to ministry or institute
- Communicating with authority
- Assisting to develop new services
- Updating daily report for your tasks responded
- Following up project processing with authorities
- Delivering documents releasing to client after service completed
- Scan and copy all documents after service completed
- Responding other tasks which will be assigned by officer

### Qualifications and Experiences

- Bachelor degree of, law, Management, or related field.

- Knowledge of business development;
- 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 6 months experience;

### **Key Competencies**

- Be honest and friendly
- High commitment to achieve core value, vision and mission of the company
- Flexible and be able to handle complex and changing client's environment
- Patient and accept criticism for improvement
- Proactive and willing to learn
- Strong communication and interpersonal skills
- Willingness to establish and maintain effective working relationships
- Problem analysis and solving
- Ability to work under pressure and be flexible in working hours

### **Benefit and Compensation**

- Competitive salary
- Bonus and incentive
- Opportunity to learn and get more knowledge

### **Deadline: Application open until filled**

Interested candidate, please submit CV and Cover Letter with stating your expected salary via email or office address below. Only shortlisted candidates will be notified and contacted by phone for interview.

### **Contact Detail:**

**Address:** #80F, St. 210, Sangkat Toek Laak 3, Khan Toul Kork, Phnom Penh, Kingdom of Cambodia

**Tel:** 099 987 080 / 015 616 041

**Email:** [hr@asianerial.com](mailto:hr@asianerial.com)

**Website:** [www.asianerial.com](http://www.asianerial.com)