



## **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 a potential candidate to fill the position of **Assistant to CEO** at one of the 3 international airports.

### **Assistant to CEO (1 position)**

**Department:** Chief Executive Officer

**Location:** Phnom Penh International Airport – HQ

#### **General Responsibilities:**

- S/he is responsible to assist Chief Executive Officer in his different tasks. S/he serves as the primary point of contact for internal and external on all matters pertaining to the Executive Office.
- S/he will have to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. S/he will have to handle a wide variety of activities and confidential matters with discretion.
- S/he shall follow all rules and regulations put forward by the company.

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

- ✓ At least 2- or 3-years experiences in office administration at a similar position;
- ✓ University degree in business administration or relevant field;
- ✓ Be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response;
- ✓ Proven proficiency in both spoken and written English and Khmer and ability to translate/interpret Khmer to English and vice versa; other languages like French are a plus;
- ✓ Possess public relation and interpersonal skills;
- ✓ Sense of confidentiality and proven ability to handle confidential information with discretion;
- ✓ Possession of strong organizational skills with competent at record keeping and document management;
- ✓ Computer literacy (Microsoft Office: Word, Excel, Outlook, PowerPoint...);
- ✓ Initiative, confident, reliable, dynamic and highly motivated person;
- ✓ Ability to work under pressure with less supervision;
- ✓ Can do attitude.

**Deadline:** 8<sup>th</sup> November 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° 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.