



## **JOB ANNOUNCEMENT**

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| <b>Position</b>      | : <b>Administrative Assistant (1 position)</b> |
| <b>Hiring</b>        | : 1 Position                                   |
| <b>Starting Date</b> | : 1 <sup>st</sup> November 2023                |
| <b>Unit</b>          | : Support                                      |
| <b>Reporting to</b>  | : Admin and Human Resource Manager             |
| <b>Schedule</b>      | : Full Time (Monday-Friday)                    |
| <b>Salary</b>        | : Negotiation                                  |

### **Main responsibilities, Tasks and Activities:**

- Check and ensure that office and meeting room are cleaned and tidy.
- Track staff attendance every 8am
- Control vehicle records and check their irregularity.
- Check and organize meeting room.
- Prepare payment for utilities, internet, office rental and other expenses.
- Assist in procurement by seeking quotation and make quote analysis.
- Record all staff leaves.
- Follow up any materials lent by staff but not yet returned, and report to Manager.
- Regularly check post office
- Check the transportation documents or receipts to ensure effectiveness.
- Provide translation support (Khmer to English) if need.
- Other tasks will be assigned by Admin/HR Manager

### **Experience and Qualifications:**

- At least two years of work experience relating to administration and finance, or other related fields.
- Ability to use computer Ms. Office and Excel
- Ability to speak, write and understand English.
- Commitment to work full time and travel to target communities.

### **How to Apply:**

Interested and qualified candidates are required to submit a cover letter and resume (CV) via e-mail to [recruitment@teangtnaut.org](mailto:recruitment@teangtnaut.org) or to STT's address provided below by **October 17, 2023**. Applications that do not indicate the position being applied for will not be considered. Only shortlisted candidates will be contacted for an interview.