

# Admin Officer

Are you interested in administrative management in an organization that holistic social services? Do you enjoy supporting teams in a creative and innovative way? Then join **Mith Samlanh** (MS) team working with marginalized children and youth, their families and communities.

We started our work 25 years ago as one of the first registered Cambodian non-government organizations, and now we count more than 200 staffs working in different zones in the Phnom Penh area.

Daily we provide vocational training, education, counseling, food, shelter, medical services, and various outreach programs to 1,800 street children and youth in Phnom Penh.

## What will you do?

As an **Administrative Officer** will provide administrative and logistics support and will assist the HR/Admin Coordinator to ensure the smooth functioning of all administration of Mith Samlanh

## Your responsibilities will be to support the managers in:

- Purchase and manage office stationery and record stock in and out
- Logistics arrangements for the meeting, workshop and another relevant event (food, accommodation, transportation)
- Communicate with relevant authorities, governments, NGOs and MS suppliers
- Prepare and manage lease and other agreement
- Manage the donations process and thank you letters as required, and record all brick receipts
- Manage the use of MS's vehicle and motorbike
- Coordinate between an insurance company and staff in case of accident/hospitalization
- Develop an official letter to any stockholders
- Prepare request for payment for office stationery, training invoice, job announcement invoice, snack expenses, travel allowance for management, water/electricity invoice, security invoice, logistics

## We would like you to have the following:

- Good knowledge of Admin management process
- Experience in working directly with a team
- Ability to work independently and handle a busy schedule
- Good management social skills.
- Be honest trustworthy and willing to learn new thing

- Good paperwork document control
- Good spoken and written English
- Excellent IT skills in Microsoft Office package

Interested and qualified candidates should send applications (CV and a cover letter) and salary expectations with the caption subject to Mith Samlanh Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Daun Penh, Phnom Penh City (north of the national museum) or email [hr@mithsamlanh.org](mailto:hr@mithsamlanh.org).

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit. Women are encouraged to apply.

All applicants will undergo an extensive background check in compliance with our Child/Beneficiary Protection Policy and PSEA Policy.

Applications must be submitted before **30<sup>th</sup> April 2022** and will not be returned.

Only short-listed candidates will be contacted for an interview.