

## JOB ANNOUNCEMENT RECEPTIONIST / ADMINISTRATIVE ASSISTANT

### About Sok Xing & Hwang

Sok Xing & Hwang is a premier law firm committed to the highest standards of integrity and excellence. Based in Phnom Penh with a network of partnering offices in Myanmar and Vietnam, we understand the needs and challenges of working and doing business in emerging market contexts. Our insight, international credentials and proven track record give us the ability to facilitate strategic investments in the region's labor-intensive industries and provide policy consultation on labor market governance and investment promotion. Our legal professionals are leaders in labor and employment law, structured finance, restructuring and commercial transactions, and we are fluent in multiple languages including Khmer, English and Chinese.

### Careers at Sok Xing & Hwang

At Sok Xing & Hwang, we strive to be recognized by our clients and our community as setting the standard for integrity and exceptional performance. We know our success relies on attracting, developing and retaining the best people. We provide opportunities to do challenging and meaningful work in a culture of collaboration and high performance. We are accepting applications for the position of **Receptionist / Administrative Assistant** from principled and talented individuals to join our multi-cultural, dynamic, and fast-growing Firm.

Position	Receptionist / Administrative Assistant
Location	Sok Xing & Hwang offices, Phnom Penh
Starting Salary Range	US\$300 – US\$350
Employment Type	Full time

### Key Duties and Responsibilities include:

- Greeting clients and visitors, and answering visitors' inquiries;
- Answering and routing incoming telephone calls;
- Scheduling and routing clients;
- Maintaining and scheduling conference rooms;
- Maintaining the waiting and reception area;
- Serving coffee or tea to guests;
- Ordering supplies, and manage and keep record of supplies,
- Scanning, photocopying, faxing and filing documents;
- Collecting and routing mail and hand-delivered packages;
- Manage staff's leave record under supervision of Finance and Administration Coordinator;
- Booking transportation; and
- Carry out other tasks as may be assigned by Finance and Administration Coordinator.

### Required Qualifications

- High school diploma, or higher;
- Previous legal training / education will be an advantage;
- A minimum of one (1) to two (2) years relevant work experience;

- Proficient communications skills in **Chinese, English and Khmer**
- Strong organization and time management skills, and interpersonal customer service skills;
- Attention to details;
- Honest and ethical individual who works to the highest standard of integrity and propriety, with a commitment to strict confidentiality; and
- Ability to use MS Office suite, the internet, and e-mail



### How to Apply for the Position

Interested candidates should send the following by e-mail to Ms. Tith Sideth, Finance and Administration Coordinator at [sideth.tith@sxhlaw.com](mailto:sideth.tith@sxhlaw.com) or by hand-delivery to **Sok Xing & Hwang** offices at No. 27B, Street 240, Chaktomuk, Daun Penh, Phnom Penh, Cambodia, not later than Thursday, 21 June 2018, 17:00hrs.

- A CV with 3 referees; and
- A cover letter outlining the candidate's interest and addressing the above-required qualifications

Only short-listed candidates will be contacted for interview. Applications will be processed on a rolling basis.