### SILAKA Job Description

**Administration Assistant**

<table>
<thead>
<tr>
<th>Division/Department:</th>
<th>Administration</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Phnom Penh Office</td>
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<tr>
<td>Job Title:</td>
<td>Administration Assistant</td>
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<tr>
<td>Report to:</td>
<td>Pring Khun</td>
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<tr>
<td>Title:</td>
<td>Administration Support Officer</td>
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<tr>
<td>Salary:</td>
<td>Negotiable</td>
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</tbody>
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**GENERAL DESCRIPTION**

The AA is responsible for update schedule and contact list, and assist to SILAKA Administrative Support. S/he works to provide administrative and basic finance support to SILAKA staff.

**ESSENTIAL JOB FUNCTIONS**

1. Provide all administrative and accounting support to SILAKA staff;
2. Maintain project work plan and remind everybody of important events/holiday;
3. Organize logistic for meeting/training;
4. Making advance and settle request;
5. Taking up staff messages and forward to appropriate person;
6. Maintain log of staff attendance, follow up on submission of absence forms to all staff and collect them for filing.
7. Follow up with participants joining the meeting;
8. Make room request for meeting and booking and delivery invitation letter;
9. Answering the SILAKA telephone and email, taking message and send them to appropriate people, and make follow up contact with supplier;
10. Facilitate sharing of information with members and supporters;
11. Maintain petty cash for the project operation and report financial expense of project's activity or workshop;
12. Maintain daily organization operation;
13. Greet guests and take note when appropriate;
14. Collect project activities report and write short clip for the webpage and project Facebook;
15. Organizing and Safe keeping of the project assets;
16. Other tasks are assigned by supervisor

**QUALIFICATION:**

- Possesses an education or equivalent in office administration or management or related fields;
- Experiences in similar position at least 2 years;
- Good command of English and Khmer;
- Organized and response to people in the program;
Ability to type Khmer and English professionally, and ability to write minutes of meeting;
Has good manners in using the telephone;
Experiences in basic accounting and bookkeeping;
Good interpersonal relationship skills;
Eager to learn and share
Competent in operating basic software for work processing and basic Excel, telephone, email, social media, and internet;
Able to work under pressure and off working hours as needed; and
Others as assigned by supervisor.

To apply for the position, please send in cover letter, with a filled SILAKA job application form, and a most updated CV to silaka@silaka.org by October 31, 2018 or until position is/are filled. Short list of applicants will be notified by the mid of November 2018. Successful applicants should be able to start working by the beginning of December 2018.