



## **SILAKA Job Description Administration Assistant**

Division/Department:	Administration		
Location:	Phnom Penh Office		
Job Title:	Administration Assistant		
Report to:	Pring Khun	Title:	Administration Support Officer
Salary:	Negotiable		
<b>GENERAL DESCRIPTION</b>			
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.			
<b>ESSENTIAL JOB FUNCTIONS</b>			
<ol style="list-style-type: none"> <li>1- Provide all administrative and accounting support to SILAKA staff;</li> <li>2- Maintain project work plan and remind every body of important events/holiday;</li> <li>3- Organize logistic for meeting/training;</li> <li>4- Making advance and settle request;</li> <li>5- Taking up staff messages and forward to appropriate person;</li> <li>6- Maintain log of staff attendance, follow up on submission of absence forms to all staff and collect them for filing.</li> <li>7- Follow up with participants joining the meeting;</li> <li>8- Make room request for meeting and booking and delivery invitation letter;</li> <li>9- Answering the SILAKA telephone and email, taking message and send them to appropriate people, and make follow up contact with supplier;</li> <li>10- Facilitate sharing of information with members and supporters;</li> <li>11- Maintain petty cash for the project operation and report financial expense of project's activity or workshop;</li> <li>12- Maintain daily organization operation;</li> <li>13- Greet guests and take note when appropriate;</li> <li>14- Collect project activities report and write short clip for the webpage and project Facebook;</li> <li>15- Organizing and Safe keeping of the project assets;</li> <li>16- Other tasks are assigned by supervisor</li> </ol>			
<b>QUALIFICATION:</b>			
<ul style="list-style-type: none"> <li>• Possesses an education or equivalent in office administration or management or related fields;</li> <li>• Experiences in similar position at least 2 years;</li> <li>• Good command of English and Khmer;</li> <li>• Organized and response to people in the program;</li> </ul>			

- 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](mailto: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.

