

## Job Opportunities

**G Gear Co., Ltd** is the distributor of LG products in Cambodia including Mobile phone, Television, Monitor, Refrigerator, Washing Machine, Air Conditioning, Microwave Oven, Vacuum Cleaner, Home Theatre...etc. We also exclusively operate LG Brand Shop. To meet our growing and expansion and to challenge with our unique mission "Growing Together", we cordially invite the potential candidates to join us with the positions below:

1. **Assistant Human Resource & Admin**
2. **Stock Controller**
3. **Shop Manager**
4. **Sales Consultant / Sales Executives**
5. **Air-Con Engineers/ Engineers / Technicians**

**Schedule** : Full-Time

Deadline of Submission: June 30, 2014

### Required Skills and Qualities:

#### I. Assistant Human Resource & Admin

- Hold Bachelor Business Administration or related fields
- Location: Phnom Penh
- Number: 01
- Have minimum of 1 years experiences in administrative works
- Maintain staff profile and related document
- Implement recruitment process, training/development, orientation and staff appraisal
- Work with related department to prepare human resource plan and staff development plan
- Have excellent skills in communication, problem solving, and decision making
- Obtain strong commitment to work under pressure, challenging tasks, and striving to reach targets
- Knowledge in Cambodia labor law
- Good organizational skill, staff management skill and good team player
- Good problem solving skill
- Good English language and computer skill (Microsoft Office)

#### II. Stock controller

- Bachelor Degree of Business Administration that related to this position
- Location: Phnom Penh & Battambang
- Number: 02
- Basic knowledge of computer literacy (Ms. Word, Ms. Excel)
- Trustworthiness and integrity
- Positive attitudes
- Flexible person
- Willing to learn new things
- Overtime working sometime when needed
- Do monthly stock counting and report to supervisor for each month
- Receiving and verifying the inventory with the purchase order listings
- Reporting loss, damage of the products to Supervisor
- Maintaining proper documentation processed for the receipt of the good and supplies
- Prepare purchase request for items below stock level

- Update stock, PSI report (report stock)
- Prepare stock for PO
- Receive PO and check PO
- Other duties as assigned

### **III. Shop Manager**

- Hold Bachelor or Master Degree in Marketing, Sales, Business Administration or related fields
- Location: Phnom Penh & Battambang
- Number: 02
- Obtain minimum of 2 or 3 year experiences as Sales supervisor
- Have good knowledge in Customer Relation Management, or knowledge in mobile phones/ electronic industry is a plus
- Understand consumer insights and market trends
- Obtain excellent skills in communication, problem solving, and decision making
- Be honest and able to work independently with self-responsibility
- Determine and demonstrate understanding of customer's needs
- Be proficient in computer skills and the ability to learn new things quickly
- Be able to work with flexible schedule that includes nights, weekends, holidays, and special sales events
- Have strong commitment to work under pressure, challenging tasks, and demanding targets

### **IV. Sales Consultant/ Sales Executive**

- Hold a degree in Business or other related fields
- Location : Phnom Penh, Siem Reap, Battambang, Kampong Cham, Sihanouk Ville, Komport, Kompong Thom, Kompong Speu, Takeo, Banteay Meanchey, Oudormean Chey, Pursat, Ratanakiry
- Number: 25
- Obtain minimum of 1 year experience in selling consumer products.
- Understand consumer insights and market trends.
- Obtain excellent skills in communication, problem solving, and decision making
- Be enthusiastic, honest and able to work independently and learn quickly
- Have strong commitment to work under pressure, challenging tasks, and demanding targets
- Have good knowledge in Customer Relation Management, or knowledge in electronics is a plus

### **V. Air-Con Engineer / Engineers / Technicians**

- Minimum 1 year experience in related fields
- Location: Phnom Penh
- Number: 05
- Have previous job experience as consumer electronics (TV, Refrigerator, Washing Machine, Air Conditioning, Mobile Phone etc.)
- Experiences of installation and repair the consumer electronics
- Honest and able to work under pressure
- Good in communication skill, problem solving, independent, and decision making
- Holder of Vehicle Driving License is a plus

### **How To Apply**

Interested applicants are invited to submit your Cover Letter and CV with a recent photo, stating your present and expected salaries as well as any reference to Human Resource Department at LG Brand Shop #135, Monivong Blvd, 7Makara, Phnom Penh.

### **More information**

Visit: [www.ggear.com.kh](http://www.ggear.com.kh)

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