

Civil Engineer

Job Description

- Control of the work scope
- Project scheduling, preparing reports as required
- Managing construction projects
- Overseeing building work
- Other task assign by management team
- Location: Phnom Penh

Job Requirements

- Cambodian Nationality
- Graduated Bachelor Degree in Civil Engineer or equivalent
- Good knowledge Microsoft office, Auto Cad 2D, Microsoft Project
- Above 25 years old
- Over 2 years experience of construction building, structure & finishing work
- Understand drawing of rebar, form work
- Can make rebar schedule or shop drawing
- Good communication, problem solving, fast and efficient worker
- Honesty, Positive, Energetic, and hard-working

Interest candidates please send CV and related documents to contact person as below with expected salary
Remark: Closing date on 30 September 2014

Contact Person	HR Department
Phone	023 632 4993
Email	Infor-vkac@yahoo.com , psc_chenda@yahoo.com
Address	First floor, Room A03, No.277, Norodom Blvd, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh, Cambodia

Receptionist/ Customer Service

Job Description

- Welcoming customers
- Providing information
- Filling in application forms for customers
- Arranging and keeping books, placement test, application forms, and other forms
- Keeping good condition of reception desk, and chairs
- Receiving CV and other documents from customers
- Giving CV and other documents to immediate superior
- Clearing in the room and table boss every day
- Calling
- Preparing reports and do PO,PR

Job Requirements

- Age: 18-35 years old
- Must be honest, willing to work hard
- Be able to learn new thing
- Good attitude, friendly and positive big smile.
- Be able to use computer MS Word and Excel, internet and email.
- Good Typing skill
- Good at communication speaking English
- Experience is preferred

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