



# JOB ANNOUNCEMENT

**United Mercury Group (UMG)** is a well-known and leading company for selling heavy constructive machinery and equipment in Cambodia. We're now seeking for dynamic, competent and potential candidates to work with us in the post of **Recruitment Officer (1 Post)**.

## **JOB DESCRIPTIONS**

1. Prepare manpower plan
2. Design job descriptions and prepare job announcement
3. Perform recruitment and selection
4. Practice role play and testing and interview
5. Check reference
6. Report to supervisor
7. Prepare employment contract
8. Other duties assigned by supervisor/Manager

## **JOB REQUIREMENTS**

- 1- Bachelor degree of any fields
- 2- 2 years of working experiences in recruitment
- 3- Age of 20-30 years old
- 4- English speaking (other language is a plus)
- 5- Computer literacy in Ms. Office (other programs are advantages)
- 6- Good communication with flexibility
- 7- Hard working and can work under pressure with strong commitment
- 8- Honesty, time management and team work

Interested candidates are invited to apply by sending your CV and Cover Letter with current photo and expected salary to Human Resource Department at #48, National Road No.4, Sangkat Chom Chao, Khan Dangkor, Phnom Penh, Cambodia or email: [hcmanger@umg.com.kh](mailto:hcmanger@umg.com.kh) / [admin.hr@umg.com.kh](mailto:admin.hr@umg.com.kh), Tel: 071 33 22 122/093 609 232

**“All application (CV & Cover Letter) should better combined in one file of Word or PDF”**  
**“Only short listed candidates are contacted and dated by phone for interview”**

**Deadline: 31<sup>st</sup> October 2015 at 17:00PM**