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Rights Smart International

30-Mar-2016

Job Announcement

Rights Smart International (RSI) is a Cambodian NGO that support to develop education environment and provide micro-loan service to people, now need to recruit of young staffs that have high commitment and dynamic talent to join our team of Self Reliance project in the position of **Assistant Administrator**.

[Main Duty]

- Arrange and prepare administration and general jobs in office under supervising of Administrative Manager.
- Promote and maintain positive relationship with all visitors.
- Manage and keep documents in order.
- Prepare working place clean and good condition to work and receiving clients.
- Any other priority order may be assigned by Admin Manager.

[Qualification]

- Fresh graduation or obtained bachelor degree of related banking and finance.
- Some experiences about microcredit field are quit welcome.
- Interpersonal skill and capable in problem solving.
- Keep good relation with colleague.
- Strong willing of hard working.
- Good attitude, honest, fine appearance and elegant smile.

Candidate who is interested and meeting the above qualification, is welcome to submit CV with current photo (4x6); copy of People ID card, study certificates and residential card to Rights Smart International (RSI) at House No. 5D Street 450 Sangkat Toul Tompong 2 Khan Chamkarmon Phnom Penh, no later than **30-June-2016**.

We are waiting for your applying with unique comment on CV is quite welcome and expected!!!