
Administration Staff / 1 PERSON ONLY

Fair GO Realty (Cambodia) Co.,Ltd

ABOUT OUR COMPANY

We are a Japanese real estate company. We do the agency work, property management and development as well as business consultancy. The CEO, *Hiroaki Hasegawa*, learned marketing, real estate agency work and business venture operation by experience and established the company. HIROAKI is the first agent from Japan with more than 3 years career in Cambodia.

SHORT DESCRIPTION SUMMARIZING POSITION FUNCTIONS

Our company is on the stage of Start-Up so we have to complete works with a limited time and manpower. Under the circumstances, you need to work and help the CEO and all the staffs time-and-cost effectively, without the limitation of the work scope. You must read their demands or needs and act in a positive manner. It will definitely be a worthy career that you work with us. The CEO is early thirty so you can communicate with him friendly and frankly.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Answering phone calls and emails to the company.
2. Translating and interpreting from Khmer to English.
3. Creation and submission of the documents to each government authorities.
4. Join the real estate association meetings and any official meetings and Report.
5. Any assignment directed by CEO for example to do admin works for the other staffs.

MINIMUM REQUIREMENT

1. Business Level English
2. Strong interest in Japanese culture
3. High ethical standards

PREFERRABLE ABILITIES AND SKILLS

1. MS OFFICE (WORD, EXCEL, POWERPOINT plus ACCESS)
2. Japanese language (JLPT 2 or upper)
3. High communication skill with mind of hospitality and sophisticated service.

SALARY

USD200 to USD300 per month including tax plus transportation fee and meal fee 1.5\$/day, plus Khmer New Year BONUS, plus Phchum Ben BONUS

note: BONUS is to be given for employees after six-month working days as of the holidays.

WORKING DAYS AND HOUR Monday to Friday (8a.m. to 5p.m.) plus Saturday morning. (Lunch time is 12 to 13.)