



## First Solutions (Cambodia) Co.,Ltd

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## Job Announcement

Our First Solutions (Cambodia) Co.,Ltd, is providing a very standard and speedy services to customers which never say "No" was set as a company policy. We are positive to be services provider as much as our clients' requests. Currently, we are looking for many staff for Logistic Company as below:

### 1. Position: Admin (Negotiable), Urgent.

#### **Job Description:**

- Welcome visitors or other guests in the company;
- Receive /forward the incoming call and take/deliver the message to the concerned person/department;
- Make request for cash of monthly purchase;
- Do the weekly purchase of office supply and prepare reports to Manager;
- Schedule ad follow up meeting/appointment of management;
- Open stationery for stores or related department, check stocks of stationery and supplies when necessary;
- Communicate with suppliers for printing material and process payment to Accounting Department;

#### **Job Requirement:**

- Bachelor Degree or Master Degree in Management, Business Administration or equivalent;
- Proven experience in front desk/office management or related field;
- Good communication skills;
- Good interpersonal and problem-solving skills;
- Good command of English.

**For all interested candidates, please find-out the detail information or job announcement by clicking on [www.firstsolutions.asia](http://www.firstsolutions.asia) or E-mail your CV to: [recruitment@firstsolutions.asia](mailto:recruitment@firstsolutions.asia)**

