



## **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 positions for Media Company as below:*

### ***1. HR Manager (\$ 500-\$ 600), Urgent.***

#### ***Job Description:***

- 1. Assign & manage tasks to junior admin Officer*
- 2. Control workers / staff’s movement in-out*
- 3. Issue all kind Administrative letters*
- 4. Compliance for all kind of Registration and Government liaison*
- 5. Other tasks which are assigned by Superior.*

#### ***Job Requirement:***

- 1. Female & Male are welcomed*
- 2. Education Level at Least B.A Graduation or Master*
- 3. Good command of English & Khmer*
- 4. Experience with Admin field in the Media Company is preferable*
- 5. Work for Flexible schedule is preferable*
- 6. PC skill is a must condition.*

***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)***