



JOB DESCRIPTION

Position Title	:	Admin Intern
Department	:	Administration
Report to	:	Senior Admin Officer
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- 20% support in admin key operation: stamp, paperwork, stock and overall work.
- 20% support in translating some documents from English to Khmer and Khmer to English.
- 20% support in event and room arrangement and management and logistic support.
- 15% support cleaning team to keep the university’s premises clean, hygienic, and friendly environment
- 15% support maintenance team to keep the university’s operation smooth
- 10% support in unexpected or new short-term project work.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Support in reviewing, dating, stamping, recording and clearing out letters in and letter out and students’ report when needed.
- Translate some documents from English to Khmer and Khmer to English.
- Support in documentation and follow up inward and outward mails with concerned offices or agents to ensure the communication is effective.
- Work with cleaning team and maintenance team to keep the university’s premises clean, hygienic, and friendly environment by ensuring that offices, classroom, aisle, hall, garden, and other open areas of the university are clean, tidy, and hygienic during the operation of the university.
- Support in arranging logistic for events and meetings (including snack and tea services etc.) to support the events of other offices
- Perform other administrative tasks upon assignment Performs other duties as requested by his/her line manager

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 1 year working experience in the administration work or relevant house-keeping work

2. Education:

- At least high school degree or bachelor of administration, or management or law, or related field

- Professional training or short courses for office management, conflict management, premise management is preferable
- Training on house-keeping service

3. Skills/Competencies:

- Good command of both Khmer and English literacy (written and spoken)
- Strong interpersonal, problem solving, and communication skills
- Computer literacy for MS office application
- Sociable and be ready to learn something new

4. Personal Quality

- Committed, acquired principle but flexible with work
- Sociable and be ready to learn something new