



JOB DESCRIPTION

Position Title :	Admin Officer
Department :	Faculty of Arts, Humanities, and Languages
Report to :	Head of the Faculty of Arts, Humanities, and Languages
Reportees :	N/A
Employer :	University of Puthisastra
Location :	Phnom Penh, Cambodia

Position Summary

Due to the university's ongoing expansion, we are seeking to recruit a full-time Admin Officer. The position will be offered on a Fixed-Duration Contract (FDC), with the potential for extension. The Admin Officer will be responsible for providing comprehensive administrative and clerical support to the program coordinators across three different academic programs within the faculty. The ideal candidate should be highly organized, proactive, and capable of managing multiple tasks efficiently.

Duties & Responsibilities

The overall job description below outlines the main areas of responsibility of the employee:

- Provide daily administrative support to the three program coordinators, including scheduling meetings, managing calendars, and preparing correspondence.
- Assist in the organization and coordination of program-related events, workshops, and meetings.
- Maintain and update student records, program files, and other administrative documents via the internal management system (UPERP).
- Handle inquiries from students, faculty, and staff, directing them to the appropriate person or department.
- Prepare and format reports, presentations, and other documents as requested by the coordinators.
- Order and manage office supplies, and handle procurement requests for the programs.
- Assist with data entry and management using university software and databases.
- Collaborate with other faculties and university staff to ensure a smooth flow of communication and administrative processes.
- Other administrative tasks as assigned by the Faculty Manager or Head of Faculty.

Minimum Qualifications & Requirements:

- Excellent organizational and time management skills.
- Strong verbal and written communication skills in both English and Khmer.
- Ability to work independently and as part of a team.
- High level of attention to detail and accuracy.
- Proactive and resourceful problem-solver.

Experience:

- 2 years of experience in an administrative or clerical role.
- Experience working in an educational institution or similar environment (preferred but not essential).
- Proven proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and other office management software.

Education:

- Bachelor's degree or equivalent certificate in a relevant field (e.g., Business Administration, Management).