



## Job Advertisement Front Desk Assistant Intern

The Arbitration Council Foundation (ACF) is a non-political and not-for-profit organization. ACF supports the operations of Cambodia's Arbitration Council (AC), which is an independent national institution established by Law to resolve labor disputes. Supported by the Ministry of Labor and Vocational Training, employers and unions, the AC/F is recognized as a model institution for justice in labor dispute resolution in Cambodia.

ACF is seeking a talented and potential Cambodian national with qualifications for the position of **Front Desk Assistant Intern (FDA Intern)** based in Phnom Penh. This is a challenging and rewarding position with a high level of responsibility.

### Duties:

- Provide reception services for the Arbitration Council Foundation.
- Be responsible for answering incoming phone calls and in-person enquiries in a professional manner
- Take messages and transfer calls.
- Greet and accompany visitors to appropriate destination in a friendly and welcoming manner.
- Ensure knowledge of staff movements in and out of organisation.
- Receive and sort mail and deliveries.
- Schedule appointments and maintain appointment diary.
- Organise meetings and manage meeting rooms booking schedule.
- ensure tidy reception area and front door
- Keep track of staff leave and timesheet.
- Manage and keep records of office stationeries and communications in and out.
- Manage and keep record office supplies and ensure that office supplies are always available.
- Ensure official documents are properly executed, and that records, documents and data are securely and properly maintained.
- Ensure that office equipment is functional.
- Schedule and book vehicle for staff.
- Assist FAD in maintaining a good and effective filing system to protect the ACF records and documents.
- Assist FAD in implementing administrative and office systems which make a well-organized efficient and harmonious office.
- Assist in ensuring the ACF's information technology (IT) systems operate effectively and take responsibility for basic IT systems administration.
- Assist in organising staff meetings and events.
- Assist in ensuring the office environment is fresh and tidy.
- Assist in releasing payment to suppliers

- Assist in maintaining libraries and cataloguing book
- Make sure the visitor logbook and vehicle logbook are regularly recorded and the safety tools and equipment are equipped properly in the vehicle
- Work with FAA to conduct asset physical count.
- Act as safety and security focal point

### **Qualifications**

- High school diploma or equivalent
- Ability to effectively use and maintain office equipment
- Solid knowledge of Microsoft Office
- Outstanding communication skills; both in oral and written Khmer and English
- Great organizational and multitasking abilities.

### **Internship Allowance**

The successful candidate will be provided with a monthly allowance of US\$150.00.

### **How to apply for the Internship**

Please send your CV and Cover Letter to [job@arbitrationcouncil.org](mailto:job@arbitrationcouncil.org) or deliver to the ACF office at No. 72, Street 592, Khan Tuol Kork, Phnom Penh not later than **August 27, 2023**. Only short-listed candidates will be contacted for a writing test and interview. ACF provides equal opportunity for women and men to apply.