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Established over 20 years ago, Comin Khmere is the market leading Mechanical & Electrical (M&E) Engineering Solutions provider in Cambodia. We employ over 1000 staff within Cambodia in M&E construction projects, power transmission & distribution, M&E equipment maintenance and building facilities management as well as sales and aftersales of associated products and technology.

Comin has operations in several countries in the Mekong region and is part of RMA Group with diverse businesses in many developing markets within Asia and beyond.

## Accounting Internship

### Key Responsibilities

- Assist in general accounting and administrative related to finance and administration division.
- Ensure that appropriate accounting and administrative documents are recorded in accordance with system.
- Maintain files both soft and hard copy, and keep an updated database.
- Received payment voucher from division and submit to Head of account and treasury signed.
- Keep tract the document receives and send out to division for payment request.
- Do other tasks as assign by Head of accounting and treasury.

### Education Knowledge and Experience

- University Student in Business Administration or in any related field.
- Good interpersonal and communication skill.
- Ability to communicate verbally and in writing in English.
- Computer literacy and especially MS Offices.
- Attention to detail and accuracy.

Interested candidates are invited to submit CV & cover letter in English to [ck.hr@comin.com.kh](mailto:ck.hr@comin.com.kh) no later than August 12, 2017. You may also contact us on Tel: 095 666 901.

