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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.

Marketing and Communication Assistant

Key Responsibilities

1. Marketing Communications and Event Administration [30%]

- Administration support for meeting/conferences/events/marketing campaigns.
- Assist in the logistics and planning for promotional activities such as exhibitions, conferences, seminars, employees and charity events.
- Prepare project materials and maintain procedure checklist.
- Assist with conducting periodic progress reports of marketing communication initiatives.
- Maintain newspaper clippings and files for future access.
- Assist department staff in meeting deadlines for various tasks and projects as required.
- Take an active role to assemble and distribute marketing and communications material presentations for meetings as requested.

2. Logistic and Administrative support [30%]

- Serve as the first point of contact and deal with inquiries via email, phone and mail routing to appropriate team members or responding on behalf of Marketing and Communications Department staff at their request or in their absence.
- Administration support for meeting/conferences/events/marketing campaigns.
- Manage and record all sign-out items used by internal departments (roll-up banners, camera, office supplies, corporate stationeries, etc...).
- Maintain an inventory of pre-printed corporate stationeries (letter heads, presentation formats, business cards, envelope, brochures, etc...) and office supplies stock and place order (when the specified minimum stock quantity is reached).
- Coordinate orders and maintain contact with suppliers (Advertising, Printing, Web and Translation agencies).
- Prepare courier packages to send to the other group entities.

3. Accounting Administration [20%]

- Maintain, track and monitor budget expenditures.
- Prepare and reconcile purchase orders, advertising requisitions payment requests, petty cash, travel and expense claims and ensure proper signatures, charge backs to appropriate departments if necessary, follow-up on any outstanding information and submit to Finance.





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4. Creative and Design [20%]

- Be able to propose advertising concept
- Productivities and willing to be full support
- Be able to propose a digital concept and online advertising
- Content media productive
- Marketing tools creativity and innovation
- Perform other tasks that assigned by Supervisor.

Education Knowledge and Experience

- Bachelor Degree in Marketing or related field.
- Two (2) years of post-secondary training in Office Administration or relevant proven experience (A qualification in marketing would be advantageous)
- Min. one (1) year of administrative experience.
- Good command of written and oral communication in English and Cambodian.
- Software experience including: Word, Excel and PowerPoint (Experience working with Adobe Creative Suite experience—InDesign, Illustrator and Photoshop, web application is a plus).
- Organizational, project management, communication (written, oral, telephone), customer service and public relations skills are essential in this position.
- Demonstrates administrative support skills including appointment scheduling, and ability to compose/proof and edit correspondence and reports.
- Demonstrated ability to work collaboratively in a multi-department, multi-stakeholder environment.
- Must have tact, professionalism and be committed to maintaining confidentiality as required.
- Flexibility; ability to multi-task, adapt to changing priorities and prioritize projects.

Interested candidates are invited to submit CV & cover letter in English to ck.hr@comin.com.kh no later than August 12, 2017. You may also contact us on Tel: 095 666 901. Your application should include details of your current salary.

