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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.

Public Relations Officer

Key Responsibilities

- Develop PR campaigns and media relations strategies.
- Collaborate with internal teams and maintain open communication with senior management.
- Edit and update promotional material and publications (brochures, videos, social media posts etc.).
- Prepare and distribute press releases.
- Organize PR events and serve as the company's spokesperson.
- Seek opportunities for partnerships, sponsorships and advertising.
- Address inquiries from the media and other parties.
- Track media coverage and follow industry trends.
- Prepare and submit PR reports.
- Assist with conducting periodic progress reports of marketing communication initiatives.
- Administration support for meeting, conferences, events and marketing campaigns.
- 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 to all division need.
- Prepare courier packages to send to the other group entities.
- Support Event preparation and logistic.
- 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.
- Prepare a report of completion events or projects.
- Perform other tasks that assigned by manager.





Education Knowledge and Experience

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- Bachelor Degree in Marketing or related field.
- Two years of post-secondary training in Office Administration or relevant proven experience (A qualification in marketing would be advantageous)
- Minimum one 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 change priorities and prioritize projects.

Interested candidates are invited to submit CV & cover letter in English to roza.man@comin.com.kh no later than February 17, 2018. You may also contact us on Tel: 095 666 901/095 777 480. Your application should include details of your current salary.

