



www.cominasia.com

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.

Sales Administrative Officer

Key Responsibilities

- 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 Department staff at their request or in their absence.
- Serve as the contact person of the event notification between Comin Khmere and business club & association such as EuroCham, BritCham, AusCham, AmCham, CCA etc.
- Tender submission documents preparation.
- Meeting Room arrangement for Sales & Marketing Department.
- Issue and record inquiry number for Sales & Marketing Department.
- Issue and record Costing Approval and Project Risk Review.
- Issue invoice to customer and follow up payment.
- Oversea travel arrangement for Manager and Team (Flight booking, Accommodation and other expense claim).
- Maintain and order stationery for Sales & Marketing Department.
- Attend meetings where necessary with sales persons and/or Division Manager.
- Assist Division Manager with day to day requirements and activities.
- Assist the Sales & Marketing Department with other sales administrative tasks.
- To perform other relevant tasks as required by Business Development Manager.
- Prepare and reconcile purchase orders, 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 Financial Department.

Education Knowledge and Experience

- Bachelor Degree in Business Administration or equivalent.
- Good interpersonal skills and negotiation skills.
- Presentation Skills client relationships.
- Computer literacy (Ms. Word, Excel, Power point...).
- Fluency in English and Khmer languages.

Interested candidates are invited to submit CV & cover letter in English to ck.hr@comin.com.kh no later than August 19, 2017. You may also contact us on Tel: 095 666 901. Your application should include details of your current salary.

