



JOB DESCRIPTION JUNIOR COMPLINACE SERVICES EXECUTIVE

JOB TITLE : Junior Compliance Services Executive
DUTY STATION : Phnom Penh, Cambodia
REPORTING LINE : Legal Services Executive
SALARY RANGE :

RESPONSIBILITIES:

Under the supervision and monitoring of Department Head, Junior Compliance Services Executive is responsible for, but not limit to, the following duties and responsibilities:

- Providing general administrative support to the Legal Department
- Assisting with the preparation of legal compliance papers for submission to relevant ministries
- Be responsible to coordinate with the membership officer based in Siem Reap to work on labor compliance application and other related tasks
- Be responsible to compliance application with the Ministry of Commerce, Taxation and National Social Security Fund
- Be responsible in case report data entry
- Doing research on relevant law, regulations and Arbitration Council Award for answering questions from members
- Doing legal translation from Khmer to English and vice versa
- Other assigned tasks

QUALIFICATION & REQUIREMENTS:

- Study year two or year or at least bachelor degree in law
- Relevant experience working in legal field is plus
- Proactive, customer-oriented and a team player with a positive working attitude and excellent integrity
- Good presentable skills, able negotiate deals and communicate well with others
- Hands-on PC skills including Word, Excel and PowerPoint
- Preferred English and Khmer fluency requirement

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested candidate shall direct your CV along with cover letter to email: hr@camfeba.com. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview. For more information, please contact to our HR team via: 023 23 00 23 or 012 936 009 / 098 221 777.