



JOB DESCRIPTION JUNIOR LEGAL SERVICES EXECUTIVE

JOB TITLE	: Junior Legal Services Executive
DUTY STATION	: Phnom Penh, Cambodia
REPORTING LINE	: Legal Services Executive
SALARY RANGE	: 200\$ – 450\$

RESPONSIBILITIES:

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

- Assisting in provide advise members through emails and phone calls on issues pertaining to legal obligations with the Royal Government such as the Ministry Labor and Vocational Training, Ministry of Commerce, Councils of Development of Cambodia (CDC), NSSF and others
- Support on keep members updated through emails and phone calls on legal compliance obligations with relevant Ministries
- Assist provide data for developing monthly report relating to legal consultations and the legal information dissemination to members, non-members and potential members; meetings and other completed tasks
- Interpretation for CAMFEBA's Board members during such meeting and other related meeting as assigned
- Assist in translated law, regulations, minutes of the meetings and other related documents from English into Khmer and from Khmer into English and disseminate to members
- Be responsible in setting up the information channel and in storing all laws, regulations and other related documents of the legal department in the determined drive
- File all the laws, regulations and other related documents in hard copies
- Assisting in collect, analyse and disseminate information that are of interest to members including the analysis of arbitral awards, laws and regulations
- Others as necessary.

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.