

**Position: Office Junior, Control and Continuous Improvement**

- **Category:** Control / Improvement
- **Schedule:** Full-time
- **Salary:** N/A
- **Location:** Phnom Penh

**Duties**

- Responsible for taking care of the assigned project and working closely with all the departments involved
- Implement effective strategies and solutions for different projects
- Conduct a fact-finding search and data analysis, and involve in strategy planning
- Prepare reports and documentation for data evaluation and management meeting
- Respond accurately to internal and external information requests
- Coordinate assigned work tasks with both internal departments and external parties
- Provide personal assistance to management
- Ensure business confidentiality at all times
- Handle and support ad-hoc assignments by Supervisor and GM

**Requirement**

- Bachelor's Degree or higher in related fields
- Fast and efficient worker, able to work under pressure, and highly responsible
- Outstanding organizational and time management skills
- Proactive problem solver
- Willing to work hard and flexibility in working hours
- Ability to multitask and prioritize daily workload
- Good attitude and good interpersonal skills
- Good command of spoken and written English; Thai ability will be highly considered
- Good in Computer literacy (MS Office – Word, Excel, PowerPoint)