

JOB DESCRIPTIONS

Job Title: HR and Admin officer	Department: Human Resource
<p><i>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 21 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</i></p>	

Location	Sika Cambodia Head office
Reporting To	Human Resource Manager
Key Tasks & Responsibilities:	<ul style="list-style-type: none"> • Maintain and update personnel file and employee database in a timely manner both soft and hard copy. • Assist in recruitment and hiring process, to make sure induction program is successful organizing to new employee with sufficient information. • Assist in training and development by following up on employees training needs with both internal and external sources to ensure efficient development in the company. • Provide support on administrative tasks such as office maintaining, and coordinating official documents, arranging of the office equipment, purchasing office supplies, and keeping office facilities in good and safe conditions. • Ensure a regular coordinating with supplier for maintenance and repairing service to ensure the equipment and facility work properly and safe. Maintain and oversee the office hygiene and ensure the office is at its higher standard and comfortable working environment. • Manage keys to the lockers, doors, gate-pass exits of the office and ensure the office is properly lock and secure. • Responsible for events, meeting, workshop, social activities of staff such as staff party, sport day, blood donation etc. by organizing and coordinating with HR to ensure it complies with right budget, company's policy, and staff satisfaction. • Other tasks assign by Manager.
Minimum Requirement	<ul style="list-style-type: none"> • Bachelor of Human Resource Management or relevant • Min 2-3 years experiences in related fields (construction site, construction products) • Knowledge of HR System will be advantages • Microsoft Office intermediate level (Excel, Power Point, Word) • Fluent English spoken and written; any other language knowledge is a plus • Able to work independently and as a team • Good analytical and problem-solving skills • Good organization skill and able to handle pressure and meet tight deadlines • Understand about Cambodian Labor Law is a plus
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Transport provided for work only
How to apply	<ul style="list-style-type: none"> • Please send your CV to Human Resource Department hr-cambodia@kh.sika.com , Tel: 017 666 761/069 333 126 • Please add 3 references of trusted persons that can recommend you. • The position is available now, please check our website before sending your CV: www.sika.com/ www.sika.com.kh