

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Administrator/ Document Controller	Department: Administration
<p>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 20 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.</p>	

Location	Phnom Penh, Cambodia
Reporting To	Managing Director
Responsible For (subordinates)	Cleaner, Driver
Main Tasks & Responsibilities	<ul style="list-style-type: none"> • Assist the Managing Director on daily routine and provide full administrative support: post / emails / phone calls / schedule / news and fulfill duties delegated. • Act as a link for Sika Cambodia Managers travelling for training and to foreign Sika colleagues visiting Sika Cambodia. This includes booking of hotels, flights, preparation of invitation letters, arranging schedule, transportation. • Organize internal meetings related to: Management, Administration, Customer Gathering, and Internal Events. • Filing: <ul style="list-style-type: none"> ○ Permits ○ Purchase contracts. ○ Documents generated by MD. • MoM from internal meetings as delegated by MD. • Take minutes at meeting and circulate as appropriate. • Liaise with external parties related to administrative work at a wide range of levels (Ministries, law firm, consulting). • Proactively apply and secure renew of legal documentation from Government bodies • Visit regularly Sika Cambodia factory to ensure that administrative paperwork is transfer to Head Office for processing. • Controlling all the supplier's contract and ensure all document following 4 eyes principles • Ensure that all ISO 9001 and ISO 45001 procedures are followed. • To perform other duties assigned by management.
Minimum requirements:	<ul style="list-style-type: none"> • FLUENT: Very Good English: a must. • Bachelor's degree in business administration or Management or equivalent • Computer: Microsoft Word / Excel: good knowledge required • Functions well in a multi-task environment • Strong communication and inter-personal skills
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Experience in an International company and career perspectives • Growing Network in Construction Industry • Training / E-training
How to apply	<ul style="list-style-type: none"> • Please send your CV to kaing.lina@kh.sika.com (Please subject the email with the position you are applying for, Ex: Ms/Mr. xXx Xxx is Applying for XxX) • 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

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