

Habitat for Humanity International in Cambodia Job Description

Title:	Office Assistant	Department name:	HR & Admin Department
Reports to Title:	HR & Admin Officer	Matrix Reporting Line:	Senior HR and Admin Manager
Location:	Phnom Penh	Job Grade:	3
Direct reports: List titles (or none)	None		

Position Summary:

The position's role is to support the general and administrative tasks, which include but are not limited to the management of vehicles, facilities, office supplies, and inventories and the provision of logistical support to all Habitat Cambodia staff. The Office Assistant is expected to perform the tasks in accordance with Habitat Cambodia's policies, procedures, and guidelines and support its mission, values, and objectives.

Main Tasks:

- Acts as a receptionist to welcome guests/visitors, answer the telephone, respond to queries, and notify staff of any incoming calls or visitors.
- Coordinates the delivery and receipt of outgoing and incoming mail and tracking its records.
- Assists in arranging meeting/training room for workshop, training, or event and provide logistical support in the table arrangement, materials/handout preparation, setting up of LCD Projector, provision of refreshment, water, etc.
- Arranges the office meeting room as per the booking schedule.
- Assists in coordinating hotel accommodations, airline reservations, airport pickup, and other required logistical support.
- Assists in the preparation of any purchase requisition, quotation justification, request for payment, purchase order, advance, and expenses.
- Assists in preparing and managing quarterly requests and purchasing kitchens, cleaning, and office supplies in a timely manner.
- Assists in the preparation of payment and/or settlement of all invoices relevant to monthly utilities and office maintenance.
- Assists in managing and monitoring office equipment, including LCD projectors, printers, photocopiers, scanners, telephones, faxes, and training supplies.
- Assists in managing and monitoring the use of HFH Cambodia vehicles and motorcycles, including its repairs and maintenance, and review of daily vehicle logbooks.
- Assists in managing all assets and merchandise inventory to ensure its safeguarding, accurate recording, monitoring, and periodical reporting.
- Assists in monitoring, reporting, and reconciling all staff leave, including the Admin leave reports for Siem Reap and Battambang offices.

- Assists in performing general clerical duties including but not limited to typing memos or letters in Khmer and English, scanning, photocopying, faxing, mailing, and filing documents.
- Other assistance tasks require support from your supervisor.

Selection Criteria:

- Warm and good hospitality is provided to all HFH Cambodia’s guests/visitors.
- The reception area is organized and nice looking every day.
- Correspondence, documents, and other materials are properly filed and kept strictly confidential.
- Outgoing mails are sent and properly filed. Incoming mail is delivered to related staff on time.
- Hotel bookings, airline reservations, airport pickup, and other required logistical support are communicated clearly and on time.
- Vehicles are properly managed, maintained, repaired, and cleaned. All vehicle transactions, maintenance, and repair are recorded in logbooks.
- Office supplies are properly managed, recorded, and available in stock for use and effectively used.

Typical Training & Experience

Required Knowledge & Expertise

(Competencies and other specifics related to this role and level required)

Education:

- Diploma or Bachelor Degree in Business Administration, Accounting, Hospitality, or related fields.

Experience:

- 1-year experience in Administration and/or HR back-office operations is an advantage and requirement.
- Honest, willingness to learn new things, hard-working, fast learner, team player, and open-minded.
- With good communication and interpersonal skills.
- Writing and speaking are good and smooth in Khmer and English.

Minimum:

- Upholds and fully commits to Habitat for Humanity Vision, Mission Statement and Mission Principles.
- Demonstrates honesty and integrity, and commitment to a high standard of accountability.
- Has ability to establish and maintain effective working relationships with co-workers, supervisors, stakeholder, and suppliers.
- Has excellent coordination, negotiation, and customer service skills.
- Demonstrates effective verbal, presentation, and communications skills with good English speaking and writing skills.
- Has ability to work independently, under pressure, and after-hours

	<ul style="list-style-type: none"> • Is respectful and transparent in dealing with others, showing commitment, accountability, integrity, flexibility, and responsibility for delivering outcomes. • Has computer proficiency in Ms. Word, Excel, Spreadsheet, PowerPoint, Outlook, and the Internet <p>Preferred – in addition to minimum:</p> <ul style="list-style-type: none"> • Ability and willingness to work in a flexible schedule. • Good in e-mail, internet, Microsoft Word, Excel, and SharePoint.
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Values and Safeguarding	<ul style="list-style-type: none"> • Active support of HFHI Values: <ul style="list-style-type: none"> ○ Humility – <i>We are part of something bigger than ourselves</i> ○ Courage – <i>We do what’s right, even when it is difficult or unpopular</i> ○ Accountability – <i>We take personal responsibility for Habitat’s mission</i> • Safeguarding: <i>HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.</i>
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Authorities and Authority Limits	<ul style="list-style-type: none"> • Authorized to assist in the management and monitoring of vehicles’ usage in the Phnom Penh Office. • Authorized to assist in purchasing goods or services for HR/Admin department items cost under \$500 follow requests.
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Working Conditions and Requirements:	<p>Travel Expectations:</p> <p>International:</p> <p>Domestic: Percent of time spent traveling: <u>0</u> %</p> <p>Will the individual in this role typically work with children or HFH beneficiaries?</p> <p>Yes (<u> </u>) No (<u>X</u>)</p>
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Form Submitted by:	Date: