

Role Description

HR and Office Manager

(Phnom Penh)



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory expertise developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

Position:

We are looking to for a **Human Resources and Office Manager** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Managing Director, Deputy Managing Director
Key external relationships:	Clients, Government Ministries, Chambers of Commerce, Business Associations.
Key internal relationships:	Finance Manager, Marketing and Business Development team, Partners and Advisers, Managing Director, Deputy Managing Director, Senior Managers and all staff of the Cambodia Office.
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Full Time – Regular
Applicants eligible:	Local residents
Working Hour	Mon-Fri, 8am –12pm and 2pm – 6pm
Location:	Phnom Penh, Cambodia

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Main duties of the role:

The Human Resources Managers and Office Manager plan, coordinate, and direct the administrative functions of the Company.

Key responsibilities and duties:

- 1) *Office Management/Operations Supervision*
Manage, assist and support the Operations Team by ensuring the Efficiency of the office operation procedures
- 2) *Human Resources Management*
 - Recruitment, Hiring, On-Boarding, Administration and Termination;
 - Training;
 - Performance & Targets Review Process; and
 - Retention processes and policies.

Essential skills & experience:

- Holding Master Degree of Management and Human Resources or Business Administration with at least 3years relevant work experience;
- Problem solving skills
- Report writing skills
- Attention to detail and time management
- Computer proficiency
- High level of communication skills in English (both verbal and in writing)
- Ability to work under pressure and multi-cultural environment
- Extensive experience in HR and Office Management
- Experience in working with ministry of labour and vocational training
- Experience in administrative tasks
- Experience in training organizing
- Has an enthusiastic attitude towards building a career
- Demonstrates the ability to take the initiative and pay close attention to detail
- Honesty, reliability, and a commitment to strict confidentiality
- Is self-motivated and committed to self-improvement; and
- Excellent knowledge of MS Office suite.

Desirable:

- Prior experience working at a professional service company/firm is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Relevant extensive experience in Human Resource, Operations and Office Management is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

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Contact Details

Applications should be submitted by email or by hand:

DFDL Mekong (Cambodia) Co., Ltd.

№ 30, Norodom Boulevard, 4th Floor BRED Bank Building, Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

HR Department: Careers@dfd.com

Website: www.dfd.com

Online job announcement: <https://apply.workable.com/dfd/j/9E865CC299/>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially and reviewed only by DFDL Senior Management and the Human Resources team.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and **only shortlisted candidates will be contacted.**