

Role Description

Personal Assistant



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment 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 for a responsible **Personal Assistant** to provide personalized secretarial and administrative support in a well-organized and timely manner.

You will work on a one-to-one basis on a variety of tasks related to management team's working life and communication.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

Reports to:	Taxation & Accounting Heads of Practice Group
Key relationships:	Senior Tax Consultant, Tax Manager, Tax Associate Director and TAX Partner
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time
Commencement:	ASAP
Applicants eligible:	Any qualified candidate residing in Cambodia
Location:	Phnom Penh, Cambodia.

Job Description

As personal assistant to the Taxation & Accounting Heads of Practice Group you are expected to undertake the following activities and tasks:

- Managing complex diary and multi-country travel itineraries for the Taxation & Accounting HOPG;
- Arranging conference calls, internal/external meetings within Cambodia and internationally;
- Ensuring the Heads of Practice Group are well-prepared for meetings;
- Preparing, typing, formatting and sending memos, documents, advices and other relevant word processing tasks;
- Dealing with incoming/outgoing mail, fax and emails;
- Preparing presentations and reports;

Excellence · Creativity · Trust
Since 1994

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4th Floor BRED Bank Building
Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7)
Phnom Penh, Cambodia

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e: cambodia@dfd.com

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- Producing templates;
- Screening telephone calls, enquiries and requests;
- Dealing with any enquiries that don't need to be passed on and,
- Any other relevant duties commensurate with your role as and when required.

Assisting the Taxation & Accounting Management Team you are expected to undertake the following activities and tasks:

- Organizing car schedule (liaising with the Receptionists);
- Providing extensive administrative support for the Taxation & Accounting Management Team;
- Coordinating meetings and communication within the Phnom Penh office;
- Organizing weekly Taxation & Accounting Practice Group meeting (including catering, venue, equipment, agenda and materials);
- Liaising with HR and Finance departments on behalf of the Taxation & Accounting Practice Group;
- Organizing internal and external events (liaising with the Business Development Manager);
- Responsible for safekeeping of original documents (including updating the index, release/receive original documents);
- Assist in recording and posting times;
- Any other relevant duties commensurate with your role as and when required and,
- Perform other tasks commensurate with your role as and when required.

Skills, Knowledge & Experience Required

Essential skills & experience:

- Hold a tertiary degree;
- Proven work experience as a personal assistant;
- Demonstrate a good approach to problem solving, including lateral thinking ability;
- Have strong communication skills in spoken and written Khmer and English;
- Have an enthusiastic attitude towards building a career as a paralegal;
- Demonstrate excellent IT skills (MS Word, Excel, Outlook and internet search);
- Demonstrate the ability to take the initiative and pay close attention to detail;
- Outstanding organizational and time management skills;
- Ability to multitask and prioritize daily workload;
- Discretion and confidentiality;
- Exhibit honesty, reliability, and a commitment to strict confidentiality;

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Contact Details

DFDL Mekong (Cambodia) Co., Ltd.

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

Application shall be emailed to: careers@dfd.com

Website: www.dfd.com

Telephone: +855 23 210 400.

Link to our online job announcement: <https://dfd.workable.com/jobs/924408>

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, being reviewed only by DFDL Senior Management and Human Resources team.