

Receptionist (Phnom Penh)

Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, 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; and
- Taxation.

Position

We are looking for a responsible **Receptionist** to provide personalized for warmly greeting to our clients in a well-organized and timely manner. The successful candidate will work on a one-to-one basis on a variety of tasks related to management team's working life and communication, and will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

Reports to:	Deputy Operation Manager and office Manager
Key relationships:	Potential Clients, Partners, Directors, Advisers, Office Manager and Support staff
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time
Commencement:	As soon as possible
Applicants eligible:	Any qualified candidate residing in Cambodia
Location:	Phnom Penh, Cambodia.

Main duties of the role:

- Greet clients and handle client enquiries in person and by phone;
- Screen and direct calls;
- Take and relay messages in a timely manner;
- Monitor the location and movements of staff;
- Act as the central point of communications for the Phnom Penh office, distributing Information by email and in person;
- Handle all incoming/outgoing mail and courier packages;
- Coordinate bookings for meetings and functions, including scheduling of venues and catering;
- Maintain calendar for meeting room bookings and car bookings;
- Keep the reception area clean and tidy at all times, ready to receive clients;
- Ensure reception duties are done according to the Reception Manual; and
- Undertake a wide range of administrative duties to assist the other administrative staff in the performance of their roles.

Role Description

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Skills, Knowledge & Experience Required: (“Selection Criteria”)

Essential skills & experience:

- Knowledge of customer service principles and practices;
- Professional personal presentation;
- Excellent verbal and written communication skills in English and in Khmer;
- Outstanding telephone manner;
- At least one year’s experience in working as a receptionist (preferable in a Hotel) or in customer service;
- Able to handle a busy reception area;
- Able to multitask;
- Experience in working with people from varied cultural backgrounds;
- Knowledge of MS Outlook, MS Word and MS Excel at an intermediate level;
- Good keyboard skills;
- Well organized;
- Reliable and punctual; and
- Has initiative and able to make decisions independently.

Desired skills & experience:

- Friendly and approachable, with good people skills
- Knowledge of administrative and clerical procedures
- Languages other than English and Khmer would be an advantage

Contact Details

Applications should be submitted by email or by hand to:

Ms. Vandareth Leng

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.

Email: careers@dfdl.com/vandareth.leng@dfdl.com

Website: www.dfdl.com

Link to our online job announcement: <https://apply.workable.com/dfdl/j/12480DC78D/>

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.

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.