

## Receptionist (Phnom Penh)

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### 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.

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.

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

# Role Description

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- 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.

Other tasks not specifically listed in this document may be assigned to you from time to time.

### ***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**

##### **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.

Application shall be emailed to: [careers@dfdl.com](mailto:careers@dfdl.com) & [Sophie.Balavoine@dfdl.com](mailto:Sophie.Balavoine@dfdl.com)

Website: [www.dfdl.com](http://www.dfdl.com)

Telephone: +855 23 210 400 / Mobile: +855 17 753 805.

Link to our online job announcement: <https://dfdl.workable.com/j/195BF02404>

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.