



Employment Opportunity

HML Law Group & Consultants in partnership with HML XAT Consulting Co., Ltd. has positioned itself to be an integral part of the dynamic legal, business and development environment in the Kingdom of Cambodia. We stand ready to offer our services to a client base of Cambodian and international individuals, businesses, institutions, organizations and charitable or philanthropic entities, so that they can develop and implement their plans and relationships in Cambodia with security, confidence and success. With our fast growth, we are now seeking for customer-oriented and motivated individual to join our team in the following positions:

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|---------------------|--|
| Position | : Receptionist (1 Position) |
| Location | : Phnom Penh |
| Reporting to | : Finance & Admin Manager/Directors |
| Subordinator | : None |

1. TASKS:

- Cambodian national and female only.
- Pleasant voice, personality, professional telephone manner.
- Ability to take messages accurately and quickly.
- Quickly and politely handle the telephone calls.
- Provide initial information to callers if it is possible or direct them quickly to where they can have their questions answered.
- Provide a neat, accurate and fast message service when people are not available to deal with clients or callers.
- Handle clients efficiently in a politely and professional manner following company clients handling policy.
- Keep accurate records of clients and visitors to the office.
- Update phone-list and phone directory database.
- Communicate to staff timely.
- Other admin and finance work.

3. QUALIFICATIONS:

- Age: 20-30 years.
- At minimum 1st or 2nd year University degree.
- At least 1 year experience in receptionist position.
- Computer knowledge (MS Office application, Internet and E-mail).
- Telephone techniques/ Office foundation skill.
- Good command of English both speaking and writing. Other language skills would be viewed with favor.
- Acts in a professional and ethical manner at all times.
- Is a team player with good people skills.
- Has the ability to work under pressure, cope with competing demands and prioritized tasks.

SALARY

Salary and benefits will be commensurate with experience.

TO APPLY: Interested applicants should submit their CV along with supporting certificates to our office or by email: hr@hml.com.kh , no later than 15th December 2022. Only shortlisted candidates will be contacted for interview.