



JOB DESCRIPTION COMPLIANCE SERVICES ASSISTANT

JOB TITLE	: Compliance Services Assistant
DUTY STATION	: Phnom Penh, Cambodia
REPORTING LINE	: Compliance Services Officer and Legal Services Officer
SALARY RANGE	: Negotiation

RESPONSIBILITIES:

Under the supervision and monitoring of Legal Services Manager, the Compliance Services Assistant is responsible for, but not limit to, the following duties and responsibilities:

- Providing general administrative support to the Legal Department;
- Assisting with the preparation of legal compliance papers for submission to relevant ministries;
- Be responsible to coordinate with the membership officer based in Siem Reap to work on labor compliance application and other related tasks;
- Be responsible to compliance application with the Ministry of Commerce, Taxation and National Social Security Fund;
- Be responsible in case report data entry;
- Doing research on relevant law, regulations and Arbitration Council Award for answering questions from members;
- Doing legal translation from Khmer to English and vice versa;
- Other assigned tasks

QUALIFICATION & REQUIREMENTS:

- At least bachelor degree in law or related field
- Relevant experience working in legal field
- Proactive, customer-oriented and a team player with a positive working attitude and excellent integrity
- Good presentable skills, able negotiate deals and communicate well with others
- Hands-on PC skills including Word, Excel and PowerPoint
- Preferred English and Khmer fluency requirement

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at hr@camfeba.com or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.