

JOB DESCRIPTION: Receptionist

PART A: General Information

Position title:	Receptionist
Job grade:	3 (Coordinator)
Place:	Phnom Penh, Cambodia
Responsible to:	Senior Finance Coordinator
Assisted by:	Operations team

PART B: About Cambodian Living Arts

Cambodian Living Arts was founded in 1998 by genocide survivor and musician Arn CHONRS-POND. For a decade, we focused on endangered performing art forms and rituals. As 90% of Cambodia's artists did not survive the Khmer Rouge regime, Cambodia's artistic heritage was in danger of being lost forever.

Over the last 20 years, both Cambodia and the arts scene have developed rapidly and we have involved our work to match. We have focused on the helping talented people to build and development careers in the arts, through scholarships, fellowships, and support to troupes and individuals.

Looking forwards, we aim to promote creativity and innovation in the arts sector, and to build links with our neighbors in the Greater Mekong region and further afield in Asia. We are also working to get more arts and culture education into Cambodian public schools, and to increase performance opportunities for Cambodian artists.

www.cambodianlivingarts.org

PART C: Position overview

CLA is recruiting for a new position of Receptionist. We are looking for a receptionist to be responsible for greeting clients and visitors to our office. You will be in charge of giving clients directions to various parts of the office, contacting employees regarding visitors, answering phones and taking messages, and sorting and distributing mail. Additionally, receptionists are often responsible for office projects and tasks, as well as overseeing the work of junior admin staff.

To be successful in this role, you will need verbal communication skills, as well as competency in Microsoft Office applications such as Word and Excel. Prior experience as a receptionist is also helpful.

PART D: Responsibilities

- Greet clients and visitors with a positive, helpful attitude.
- Let staff know when visitors have arrived, and assist clients in finding their way around the office
- Helping maintain workplace security and safety e.g. by temperature checking or ID checking if relevant.
- Assisting with administrative tasks including copying, printing, organising letters for mailing etc
- Preparing meeting and training rooms, e.g. by making sure they are clean and equipment is set up and any snacks and drinks are prepared
- Keep a good filing system, using the shared drives and server to keep records well organised and up to date
- Work with Office Assistant and Guard to keep the office running smoothly
- Help to coordinate travel for staff, including booking bus tickets, arranging private car or bus hire, and contacting travel agents for flight bookings, or working with agencies for visas
- Help with simple Khmer-English translation, and coordinate with translation companies for bigger projects when needed
- Answer the main office telephone
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Track stocks of office supplies and place orders when necessary

Assist with coordinating events (e.g. meetings or performances) outside the office as needed

GENERAL

- Participate in regular team meeting
- Contribute to building a positive, friendly and proactive working environment
- Assist colleagues whenever necessary

PART E: Required skills and experience

- Proven experience as an office administrator, office assistant or relevant role is preferred
- Very good communication and interpersonal abilities
- Familiarity with office management procedures
- Good time management skills
- Able to contribute positively as part of a team, helping out with various tasks as required
- Working English - able to read and write emails in English, and answer simple phone calls in English
- Fluent Khmer (reading, writing, speaking)

PART F: Salary and benefits

Starting salary:	\$450 (NET)
Salary review:	Annual
Probation period:	3 months
Contract term:	Undefined duration contract
Leave entitlement:	18 Days Annual leave

PART G: How to apply

To apply please send a one-page cover letter explaining why you want this job and why you are a good candidate, plus your resume, including 2 references, to manith@cambodianlivingarts.org. Only short-listed candidates will be contacted for an interview.

Closing date:
19th June 2022