



ABOUT CAMTAX

Since 2023, the Cambodian Tax Working Group Association ("CamTax") has maintained an official registration with the pertinent ministries, including the Ministry of Interior. Our objective is to serve as an intermediary between taxpayers and tax administration regarding tax policy, with the aim of enhancing tax compliance in a sustainable and efficient manner that contributes to the economic development of our country.

The objective is for taxpayers to fulfil their obligation to pay taxes and file tax returns to promote equitable market competition and exhibit a strong sense of accountability through compliance with tax legislation and regulations that guarantee transparency, solidarity, equality, and optimal procedures for the benefit of all.

JOB DESCRIPTION

The secretariat assists the CamTax board members and other assigned managers in all their respective activities, particularly all administrative and secretarial work, such as the organization and monitoring of diaries, the management of mail, the preparation and organization of meetings, the drafting of correspondence, the processing of specific files, and the and the organization of events organized on campus. Responsibilities include:

- Assist in sending informative emails to internal and external recipients, ensuring clear and accurate communication
- Prepare various documents including memoranda, decisions, minutes of meetings, and administrative letters such as certificates of attendance and residence
- Perform general office tasks such as photocopying, scanning, and mailing documents as needed
- Manage all incoming and outgoing correspondence, contracts, agreements, and other official documents
- Classify and organize documents to maintain an efficient filing system
- Translate documents from English to Khmer (or vice versa) or liaise with translation consultants as required
- Maintain office supply inventories and coordinate procurement as needed
- Manage and verify employee mission orders, including checking, submission for signature, and transmission to relevant parties
- Arrange travel requirements including booking flight tickets, hotels, and taxi services, venues, as required
- Maintain the booking calendar for meeting rooms and coordinate scheduling as necessary
- Assist in organizing and arranging meetings, conferences, and courses, both nationally and internationally
- Perform any other duties assigned by the Administration and Management to support the smooth functioning of the office

REQUIREMENT

- Proficient proficiency in both Khmer and English, both orally and in writing, is mandatory
- A bachelor's degree in a discipline related to business administration
- Experience in administration for one to two years
- Utilise Microsoft Office, Outlook, and Khmer typing, among others
- A familiarity with the application of social media to business (will be joining the communication team)
- Effective organisation and planning (to facilitate daily operations)
- Volatility and proactivity
- Capability to operate independently and in a team
- Capability for rapid acquisition of new skills, adaptability, and flexibility
- A combination of rigour and professional consciousness
- Integrity and the capacity to maintain confidentiality
- Proficiency in operating conventional office apparatus
- Outstanding written and verbal communication abilities

POTENTIAL BENEFITS

- Monthly base salary
- Opportunity to gain practical experience in the accounting firm
- Assistance in pursuing CAT or ACCA qualifications and other learning opportunity

How?

Please fill out the application form by clicking "Apply Now" and email us your resume and a cover letter explaining your experience and why you would be a valuable addition to our team.



APPLY NOW



Contact person: Mr. Pov Vicheka
Email: vichekapov@reachspro.com
For more info please call 010 503 332