



JOB OPPORTUNITY

ABOUT REACHS

REACHS is a registered audit firm dedicated to being the most trusted Cambodian accounting firm, upholding the interests of both talents and clients with integrity and professionalism. We believe that delivering high-quality service with integrity creates an ultimate truth, fostering long-term partnerships.

JOB DESCRIPTION

The Receptionist & Admin Officer will serve as the first point of contact for clients and visitors, creating a welcoming atmosphere while handling various administrative tasks. This position involves client interactions, assisting with administrative workflows, and supporting various departments to ensure smooth operations. Responsibilities include:

- Greet clients and visitors warmly, directing them to the appropriate personnel or departments.
- Answer and redirect phone calls professionally, addressing client inquiries or redirecting them as necessary.
- Maintain visitor logs for security and reporting purposes.
- Handle initial client inquiries, understand their needs, and ensure a smooth experience.
- Assist in the preparation and management of proposals, collaborating with internal teams for timely submissions.
- Maintain efficient workflows to respond to client queries promptly across multiple communication channels.
- Arrange and coordinate meetings, manage calendars, and send reminders as needed.
- Maintain accurate client and project records, both digitally and physically.
- Prepare correspondence, reports, and other documentation as needed.
- Respond to client inquiries on social media platforms, including LinkedIn, Telegram, and Facebook.
- Collaborate with technical teams to gather necessary information for proposals and engagements.
- Facilitate clear communication between departments to support a smooth workflow.
- Adhere to all the Company policies and guidelines
- Perform other tasks as assigned by the management team.

REQUIREMENT

- High school diploma required; pursuing a Bachelor's degree in Business Administration, Marketing, Accounting, or a related field is preferred.
- No prior experience required.
- Strong communication and interpersonal abilities.
- Good organizational and time-management skills.
- Proficiency in Microsoft Office Suite and familiarity with online communication platforms.
- Ability to work both independently and as part of a team.

POTENTIAL BENEFITS

- Monthly base salary
- Incentives for engagement
- Opportunity to gain practical experience in accounting and taxation
- Assistance in pursuing CAT, ACCA, Tax Diploma, or Tax Agent qualifications upon becoming an audit associate

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



Email: hr@reachspro.com
For more info please call 015 210 348
or Telegram: [@reachshr](https://t.me/reachshr)