

**Wildlife Conservation Society (WCS)  
Cambodia Program**

**JOB DESCRIPTION**

Name :  
Title : HR and Admin Intern  
Project : Cambodia Program  
Location : Phnom Penh  
Report to : HR and Admin Manager

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**PURPOSE OF POSITION:**

The HR and Admin Intern is part of WCS Cambodia's support team and will contribute to support on human resources and administrative aspects of office operation.

**RESPONSIBILITIES**

**Greeting/Receiving Guests**

- Greet the visitors to the office of WCS courteously, provide them with needed information or direct them to the appropriate individuals
- Maintain orderliness and cleanliness of the reception area, making sure that this is neatly organized for use of the visitors

**Telephone Management**

- Operate telephone switchboard, answer telephone calls and transfer calls to appropriate individuals
- Maintain telephone directory and update it when required. Make sure staff contact list is updated

**Recruitment**

- Book interview rooms in a timely manner;
- Produce interview schedules and send out to each panel member;
- Arrange interview appointments with candidates;
- Inform back suggested changes in appointment, if any. Finalise the interview schedules and confirm the panel;
- On the appointment date, keep track of candidates and follow up on any absences in a timely manner;
- Facilitate the writing test, and monitor during the process to ensure candidates do not use internet searches, refer to any hard documents or use other sources;
- Notify candidates of the result of interviews.

**Compensation & Benefits**

- Assist in staff insurance, NSSF, phone allowance, leave management, etc.

**Data Record**

- Update recruitment tracker;
- Assist in filing HR and Admin documents;
- Assist in photocopying and scanning documents.

**Other HR & Administration Tasks**

- Assist HR & Admin team in day to day human resources & administration tasks; and
- Perform other tasks as requested by the HR and Admin team.

**BENEFITS FOR THE INTERN**

- Gain awareness of meeting room booking systems, how to handle room arrangements quickly and appropriately, and be flexible to change to fit number of people on the interview panel;
- How to provide high standards of communication with the candidates when inviting them for an interview and other notifications;
- Learn how to organise personnel files in a timely manner;
- How to maintain accurate recruitment tracker and leave record;
- Provide support to administration of other HR tasks;
- At the end of internship, the intern will have improved her/his practical knowledge and skills and acquired professional work experience.

**PREFERRED QUALIFICATIONS**

- Fresh graduate in Human Resources Management, Business Administration, or in relevant fields;
- Computer skills (MS Word, MS Excel, PowerPoint, Email, Internet);
- Good interpersonal skills;
- Good spoken and written English;
- Demonstrated commitment to learning;
- Excellent work ethic and attention to detail.