

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

JOB DESCRIPTION

Name :
Position : HR and Admin Officer
Project : Operations
Duty Station : Phnom Penh (with field visits to Mondolkiri province and other provinces)
Report to : HR and Admin Manager

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PURPOSE OF POSITION:

The HR and Admin Officer is part of WCS Cambodia's support team and will specifically contribute to support on human resources and administrative aspects of Head office in Phnom Penh and Provincial field office in Senmonorom, Mondolkiri. S/he will work closely with HR and Admin Manager, Finance team and KSWs project staff in order to strengthen office daily operation and be sure of comprehensive support to the WCS Cambodia Program and staff.

Keo Seima REDD+ HR and Admin Support

- Provide support to Senmonorom field staff from Phnom Penh regarding requesting, issuing and controlling of field office supplies.
- Arrange regular HR and Admin meetings online with KSWs HR/Admin field staff to closely work on key issues and systems

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

Office Supply

- Be responsible for requesting, issuing and controlling of office supply
- Be responsible for stock control of office stationery and pantry supplies and stock replenishment when needed

Health & Safety

- Assist Supervisor in ensuring that the welfare and health needs of staff are met
- Assist Supervisor in ensuring that potential health risks are identified and pro-actively dealt with in a timely basis

Office Maintenance

- Manage maintenance of the office space and grounds
- Assist Supervisor in ensuring smooth and effective running and maintaining of the office building including workplace arrangement and maintenance

Asset Management (Approximately 30% of Asset Management Work)

- Work with IT and Admin Officer and provide assistance in the management of fixed assets and inventory, provide capacity building support on fixed assets management to sub-offices, and carry out regular physical checks

Maintenance of WCS Stores and Published Books and Reports

- Maintain WCS stores
- Maintain WCS published books and reports
- Keep the list of books and reports updated

Receipt and Delivery of Stuff

- Receive and deliver stuff/goods/equipment, etc. from/to field offices
- Clear delivery expenses for support staff

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree holder in human resources management, in English or in other related fields
- 2-4 years of practical experience in the field of HR and Admin
- Good understanding of Cambodia labor law and other relevant laws and regulations
- Good computer skills (familiar with Microsoft Office, Khmer Unicode, E-mail, and Internet)
- Good command of English
- Ability to work under pressure and manage priorities and workloads under minimum supervision
- Willingness to learn and develop
- Hardworking, service oriented, polite and friendly

As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.