

SpringBoard4Cambodia is found in 2007 and officially registered in Cambodia in 2008. Our's main commercial objectives are to promote international education in the UK, English language training through the British English Learning Centre, Campus UK, and Examination services for the Cambridge English Languages Assessment, University of Cambridge and IELTS test of the British Council. SpringBoard4Cambodia is a certified British Council trained agent, the Cambridge English Authorised Centre of the Cambridge English Language Assessment of the University of Cambridge in the UK, and the British Council IELTS test venue in Cambodia.

Currently, we are seeking for young talented *Student Admission Officer*.

Location: Phnom Penh

Schedule: Full Time

Main Duties and Responsibilities

- Help students with admission application to overseas universities
- Work with students from time to time in order to ensure they got most support in their process.

Requirements

- Either Junior or Senior University students studying in education field or other related fields.
- Good knowledge of English
- Excellent interpersonal skills and communication skills.
- Open, honest and an active listener.
- Take responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Has the ability to learn from experiences and challenges.

Benefits

- Free Cambridge English Course at Campus UK
- Free Lunch
- Insurance Packages
- Annual Trip
- Promotion opportunity
- Friendly working environment
- Scholarship opportunities
- Be a Cambridge and IELTS| British Council Invigilators

How to apply

Interested Candidate please send your CV and Cover letter to **Mr. Lyheng Chann** by Email: lyheng.chan@springboard4cambodia.com or submit it directly to the company address SpringBoard House No. 6, Street 574, Boeung Kok II quarter, Toul Kork district, Phnom Penh, Cambodia.

Contact Person

Mr. Lyheng Chann

Human Resource Officer

Email: lyheng.chan@springboard4cambodia.com

