

## **Announcement Description**

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**SpringBoard4Cambodia** is found in 2007 and officially registered in Cambodia in 2008. We operate as a Social Enterprise, with surplus from commercial activities being used for education related CSR (corporate social responsibilities) project in Cambodia such as building school in remote communities, funding English speaking and debating society, funding women entrepreneurship events, funding the British Alumni Association of Cambodia, funding exchange students programme with partner's university/college..etc.

SpringBoard4Cambodia'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.

## **Announcement Position**

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### **Front Desk Officer**

Location: Phnom Penh

Schedule: Full Time (12:30PM – 08:00PM)

### **Main Duties and Responsibilities**

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Welcome customers, greet everyone who enters.
- Known for their helpfulness and knowledge of the facility.
- Provide basic information, services, and promote the brand
- Help with security, by keep tabs on who is coming and going and report anything suspicious.
- To aid with safety, front desk executives may be in charge of things such as issuing badges, checking IDs, signing guests in and out, and unlocking the bathroom.
- Collecting payment

### **Requirements**

- Cambodia/Permanent resident
- Value education
- Good command in English
- Good sympathy
- Good verbal and written expression in English.

- Be able to use Microsoft Office, Social Media, Internet and Email.
- Eager to learn new things.
- Be able to work under pressure and different environments.

### **How to apply**

Interested Candidate please send your CV and Cover letter to **Mr. Lyheng Chann** by Email: [lyheng.chan@springboard4cambodia.com](mailto:lyheng.chan@springboard4cambodia.com) or submit it directly to the company address SpringBoard4cambodia 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](mailto:lyheng.chan@springboard4cambodia.com)