

## **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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### **Marketing Officer (2 Positions)**

Location: Phnom Penh

Schedule: Full Time

### **Main Duties and Responsibilities**

- Manage and work with social media
- Assist supervisor to plan and develop marketing strategy
- Participate in marketing booth camp during event and fair
- Promote company service via Facebook page and other social media
- Report plan and data to related departments and supervisor
- Follow up with consumers
- Dialing phone call with costumers
- Implement sale strategy to develop the sales growth, sales target achievement
- Plan, implement, control, and evaluate sale promotion activities
- Able to manage the dealers and customers to comply with the company policy
- Prepare marketing monthly report
- Collaborate with designer to design attractive marketing materials
- Collaborate with other main partners and firms to benefit marketing strategies

### **Requirements**

- Cambodia/ Permanent Resident

- Graduated with Business Administration, Marketing, and other related fields
- At least one-year experience
- Value education
- Good command in English
- Good decision making, planning, and high critical thinking skill.
- Have a strong leadership, inspiring, and motivational skills.
- Be initiative, creative, challenging, responsive, industrious, and honest.
- Exhibit an enthusiastic and proactive attitude, as well as comfort with working in a corporate environment.
- 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.
- Be able to work across cultures, and travel abroad and provinces.
- Take responsibility and accountability, honest and active listener
- Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.

### **Benefits**

- Free Cambridge English Course at Campus UK
- Free Lunch
- Insurance Package
- Annual Trip
- Promotion opportunity
- Friendly working environment
- Scholarship opportunity
- 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](mailto: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](mailto:lyheng.chan@springboard4cambodia.com)

