



CAREER OPPORTUNITY

S-H Real Estate Co., Ltd. has a clear vision “**Always to be the real estate institution of Choice**” With an ambitious growth plan, **S-H Real Estate Co., Ltd.** is expanding its branch network throughout Cambodia and looking for highly qualified candidates for the following position.

Position: Officer, Administrative

Reporting line: Line Manager

Location: Head Office

Job Responsibilities:

- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures
- Counsels and guides managers on appropriate performance management measures;
- Partners with managers to plan, analyze, and develop staffing needs and determine organizational structure
- Conducts new hire employee orientations, appraises employees of benefit options, and accurately completes requisite paperwork for new staff members
- Identifies employee needs with regard to performance problems, training options, and career development and makes recommendations accordingly
- Provides human resources-related training and may act as trainer for training development as needed and appropriate, addressing areas such as performance counseling and employee relations issues
- Internal Interacts with program staff, management finance/payroll department, and staff in the administration of human resources for a variety of routine to complex and confidential matters
- External Interacts with human resources vendors and consultants
- Monitors performance evaluation process
- May assist in orienting, training, assigning, and reviewing work of others
- Reports to manager;

Job Requirement:

- Education or Equivalent Bachelor's degree in related field
- 1 years of experience in human resources,
- Acknowledge in recruitment, employee relations, and compensation and benefits
- Proactive, flexible able work under pressure some occasion
- Having good time management and basic IT skill in Ms Office word, excel, power point
- Have good interpersonal and communication skills (EN, KH)



HOW TO APPLY

Please submit your updated Cover Letter and CV to head office of S-H Real Estate Co., Ltd. or via email: job@s-hrealestate.com



S-H Real Estate Co., Ltd.



Not over 5MB



087 751 807 / 061 52 30 30

Note: Only shortlisted candidates will be contacted for a test or interview.