



គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ ជោគជ័យ ហ្វាយនែស ភីអិលស៊ី CHOKCHEY FINANCE PLC.

JOB DESCRIPTION

Position	Reporting to	Department
Admin Manager	CEO	Admin

I- JOB PURPOSE:

An Administrative Manager, also known as leader of Administrator, in charge of coordinating an organization's administration system, procurement, fixed Asset and general admin. The duties include supervising staff, facilitating communication throughout the company, and developing procedures to make a workplace more efficient and to ensure all support activities are carried on efficiently and allow the other operations to function properly.

II- MAIN DUTIES & RESPONSIBILITIES:

- Manage Admin department in general.
- Planning, managing, and implementing admin budgets.
- Supervising the day-to-day operations of the administrative department.
- Support to find new office.
- Support to control decoration project.
- Lead administrative staff by supporting, training, and recruiting.
- Support and control the maintenance and repair of machinery, equipment, asset, and building.
- Fixed Asset Management
- Manage of admin contract and other contracts (service, maintenance, and rental).
- Ensure all rents and payments are paid promptly.
- Organize company's event, meeting, and party.
- Develops and implements policies and procedures to improve operations and function of Admin department.
- Building management to make sure it safe and clean.
- Supervise all maintenance activities and maintain a regular schedule of maintenance for company properties.
- Procurement of equipment and other supplies, shops **decoration** and office **renovation**.
- Collecting quotations, preparing comparative statements & getting approvals from purchase committee thereof.
- Sourcing for local and oversea suppliers.
- Negotiate with external vendors to secure advantageous terms.
- Performing risk assessments on potential contracts and agreements.
- Follow up on spending and build a culture of long-term saving on procurement costs.
- Tracking purchase orders and organizing and confirming delivery of goods and services.
- Cost savings.

III. QUALIFICATIONS:

- Bachelor's degree in business administration, management, or a related field.
- Experience in a related field, such as Management, **Real estate** and **Purchasing**, preferred.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office.
- Ability to plan for and keep track of multiple projects and deadlines.
- Familiarity with budget planning and enforcement, decoration, and renovation.
- Willingness to continue building skills and high commitment.