



គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ ផាចជ័យ ហ្វាយនែស ភីអិលស៊ី CHOKCHEY FINANCE PLC.

JOB DESCRIPTION

Position	Reporting to	Department
Head of Admin and Marketing	Chief Executive Officer (CEO)	Admin & Marketing

I- JOB PURPOSE:

We are seeking a dynamic and experienced professional to lead our Administration and Marketing Department. This role is responsible for ensuring smooth day-to-day operations, managing office infrastructure, and driving strategic marketing initiatives that align with business goals. The ideal candidate is a strong leader with a hand-on approach, excellent organizational skills, and a creative mindset.

II- MAIN DUTIES & RESPONSIBILITIES:

1. Administrative Leadership

- Develop and enforce office policies, procedures, and systems to improve efficiency and compliance.
- Oversee budgeting, procurement, and expense reporting for administrative and marketing departments.
- Manage office facilities, including maintenance, renovations, and new office setups.
- Supervise vendor relationships, membership, contracts, and service agreements.
- Ensure proper asset management and timely repair of equipment and infrastructure.
- Lead and support the admin team, fostering a productive and collaborative work environment.
- Other related and assigned tasks by manager

2. Marketing Strategy & Execution

- Design and implement marketing strategies that support business growth.
- Conduct market research to identify trends, customer needs, and competitive insights.
- Plan and manage marketing campaigns across digital and traditional platforms.
- Oversee the creation of marketing materials (e.g., brochures, posters, digital content).
- Coordinate promotional events, product launches, and brand awareness activities.
- Monitor campaign performance and provide actionable insights for improvement.
- Other tasks assigned by manager

III- QUALIFICATIONS

- Master/ bachelor's degree in business administration, Marketing, or a related field.
- Minimum 5–7 years of experience in a similar leadership role.
- Strong knowledge of office management, procurement, and marketing principles.
- Excellent communication, negotiation, and leadership skills.
- Proficient in Microsoft Office and marketing tools/platforms.
- Good strategic thinking and problem-solving
- Has good team leadership and people management
- Good project and time management
- Creativity and attention to detail