



JOB DESCRIPTION

Position	Reporting to	Department
Head of Administration Department	CEO	Property

I- JOB PURPOSE:

Head of Administrator, is in charge of coordinating an organization's administration system and general workflows. This role will include supervising staff, facilitating communication throughout a company and developing procedures to make a workplace more efficient.

II- MAIN DUTIES & RESPONSIBILITIES:

- Budget Management
- Booking, Follow up actual expense by monthly.
- Lead, follow up, Advice and encourage team to complete on time.
- Procurement Management.
- Fixed Assets and Expendable Management.
- Lead, follow up, Advice, Training and encourage team to do.
- Office Rental Management.
- Find new office for set up new branch.
- Propose to Management.
- Negotiate the price with landlord.
- Prepare rental contract.
- Renew rental contract with landlord for existing branches.
- Office Decoration Management.
- Find decoration agency.
- Discuss on layout with agency and management.
- Negotiate the price with agency.
- Prepare Decoration contract with agency.
- Prepare request letter for renovation to authority for approval.
- Lead team to purchase equipment.
- Follow up with agency during decoration.
- Corporate with FND to settle payment for decoration agency.
- Events Management.
- Lead relevant team directly to make sure events run smoothly.
- Finalize budget plan for preparation events.
- Lead the whole Admin team to reach admin goal by coaching, Training, Giving advice, Sharing experience...
- Team Leading.
- Other task assigned by manager.

III. QUALIFICATIONS:

- Minimum of a bachelor's degree in Business Administration/Management or related field
- Working environment and ChokChey's Culture
- Dare to make constructive mistakes
- Understand competitive, hardworking and performance-oriented working environment
- Overcome difficulties under high pressure and high standard of works
- Task-related qualifications
- Problem-solving skills
- Provide support on office key management control
- Strong inter and intra-personal skill, problem solving skill, critical thinking skill, and motivation/energetic skill
- Excellent written and spoken communication skills, both English and Khmer
- At least 5 years of experience in property/administration management in any industry
- Abilities to multi-task and strong organization skills
- Efficient Time-management and project management skills
- interpersonal and communication skills