

JOB ANNOUNCEMENTS FOR Academy of Culinary Arts – Cambodia (ACAC)

Background

Shift 360, a Swiss Foundation with representation in Cambodia, has received grants from the Swedish International Development Cooperation (Sida) and the Enhanced Integrated Framework/WTO (EIF) to support the development of the Academy of Culinary Arts – Cambodia (ACAC.) ACAC will train chefs for the Hospitality sector based on ASEAN standards. ACAC has been established by the Royal Government of Cambodia as a Cambodian Public Private Partnership. ACAC will be governed by a nine-member Board including senior Government officials and Representatives of the hospitality sector associations. Once operational, ACAC will deliver a post-high school two-year certificate program as well as short-term training/retraining programs on-campus and off-campus for professionals already employed in the sector.

Position Available and Qualifications:

1- Receptionist

The successful candidate has a pleasant personality and serves our visitors by greeting, welcoming, and directing them appropriately; either in person or on the telephone. As a receptionist you will be the first point of contact for the company and you will provide administrative support across the organization. You will handle the flow of people through the business and ensure that all receptionist responsibility are completed accurately an in a timely manner.

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

Qualifications

- Proven working experience in a front office handling receptionist responsibilities
- Proficient with Microsoft Office Suite
- Professional appearance
- Solid communication skills both written and verbal
- Ability to be resourceful and proactive in dealing with issues that may arise

Applications

If you are creative and able to take initiatives; energetic, enthusiastic, and eager to take on new challenges; and are comfortable in being part of a team responsible for establishing a new institution then please forward a letter of interest and your CV showing your capabilities and ability to meet the qualifications required by the position. Your letter of interest should also include your expected remuneration. Short listed individuals will be interviewed by a panel in person, by phone or skype.

This positions is Phnom Penh based.



How to apply:

A more detailed TOR can be accessed on our website below. Interested individuals can apply by submitting an Expression of Interest and a detailed CV to:

Attn:	Mrs. Srun Chanlay
Email:	srun.chanlay@acac.edu.kh
CC:	acac@shift360.ch
Visit our website:	www.acac.edu.kh

The deadline for application is 5 pm, Friday 20th March, 2018