



DING FONG ENGINEERING TRADING CO., LTD.

Ding Fong Trading and Construction Co., Ltd, which was established since 2013, is an agent importing, consuming, distributing and providing chemical materials from many suppliers in local and overseas. Besides, it offers technologies and services for execution of chemical projects.

We are currently seeking for dynamic and motivated candidates, who wish to Field Officer their abilities in new technology environment to join our team in positions of **Accountant, Administration, Receptionist, and Construction Technician**

Position: Administration

Job Description and Requirement:

- Manage and control Sales Report Statistics
- To ensure confidentiality of all documents for all staff and record in order
- Handle administrative related work inside the office
- Assist in purchasing office supplies and equipment
- Distribute document received from customers to relevant departments
- Telephone reception and customer reception
- Other duties assigned by the management
- Bachelor's degree of Business Administration or other related filed
- At least two years working experiences for the related field
- Good at English for communication
- Good organizational skills and time management
- Knowledge of Microsoft Office, especially excel
- Strong teamwork & interpersonal skills, friendly and flexible
- Able to communicate with all management levels
- Able to work with shift schedule (including night shift, weekend and holiday shift)

Ding Fong Engineering Trading Co., Ltd.

Address: N° 1c/4, Sangkat ChomChao, Khan Porsenchey, Kingdom of Cambodia.

Mobile: (+855) 88 7983 888

Email: info@dingfong.com

Website: www.dingfong.com