



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: Receptionist

Job Description and Requirement:

- Cambodian, Female only
- Good in writing and speaking English, other language is an advantage
- Computer literacy: Ms Office (Ms Word, Excel, Outlook, Internet and Email)
- Hardworking, Flexible, Honest and Self-motivated
- Good interpersonal skill and communication skill
- Good negotiation skills, fast learner and influential
- Be able to work under pressure
- Strong commitment and discipline
- Presentable appearance
- Good personality; polite, friendly, patient, hard-working, positive, and punctual.
- Healthy and energetic person.
- Good comprehension of English. Ability to speak other languages is advantageous.

Ding Fong Engineering Trading Co., Ltd.

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