



# SHOOT International Media Production Co.,Ltd.

---

## EXECUTIVE ASSISTANT TO CEO WITH SHOOT

### EXECUTIVE ASSISTANT TO CEO

- CATEGORY: ASSISTANT, BUSINESS ADMINISTRATION, COMMUNICATIONS
- LOCATION: PHNOM PENH

### SCHEDULE: FULL-TIME

### DUTIES

- ACT AS A PROFESSIONAL, EFFICIENT AND CUSTOMER-FOCUSED INTERFACE BETWEEN INTERNAL AND EXTERNAL CUSTOMERS
- MANAGE AND PRIORITIZE THE FLOW OF EXECUTIVE MAIL; RESPOND AND RE-DIRECT MAIL WHERE APPROPRIATE
- IDENTIFY AND ACT ON OPPORTUNITIES TO IMPROVE EFFECTIVENESS AND FLOW OF OFFICE ACTIVITIES
- MONITOR AND REPORT EXECUTIVE EXPENSES AND ENSURE COST-EFFECTIVENESS
- COMPETENTLY ARRANGE VIDEO OR/AND PHONE CONFERENCES AS REQUIRED
- PREPARE AND DISTRIBUTE AGENDA, MINUTES AND OTHER RELEVANT PAPERS/ INFORMATION
- PRODUCE GENERAL CORRESPONDENCE, PRESENTATIONS AND REPORTS AS REQUIRED
- SCREEN TELEPHONE CALLS MANAGE REQUESTS AND ESCALATE URGENT MATTERS
- ENSURE ADEQUATE STATIONERY FOR DAILY OPERATIONS
- MANAGE TRAVEL, ACCOMMODATION, CATERING AND VENUE REQUIREMENTS FOR CONFERENCES, MEETINGS AND FUNCTIONS
- RESOLVE ADMINISTRATION ISSUES BY IDENTIFYING SOLUTIONS
- ESTABLISH AND MAINTAIN DATABASE OF COMMON CONTACTS, INTERNAL AND EXTERNAL CUSTOMERS AND REGULARLY UTILIZED INFORMATION
- ENSURE THE HEALTH AND SAFETY ENVIRONMENT IS PRACTICED IN THE WORKING AREA
- MANAGE AND DELIVER SMALL PROJECTS AS REQUIRED

### REQUIREMENTS

- WORKING KNOWLEDGE OF ADMINISTRATIVE FUNCTIONS IN AN OPERATIONAL ENVIRONMENT
- POSSESS A DEGREE IN THE FIELD OF SECRETARIAL & ADMINISTRATIVE AFFAIR IS A PLUS
- EXCELLENT SKILLS IN MICROSOFT OFFICE
- GOOD ORGANIZATIONAL AND TIME MANAGEMENT SKILLS
- GOOD COMMUNICATION AND NEGOTIATION SKILLS
- SOUND PROBLEM SOLVING AND DECISION MAKING SKILLS
- ATTENTION TO DETAIL AND ACCURACY



**Mr. Sarin PROM**

CEO / Executive Producer +855 12 948 496 or +855 88 715 2222

#118D, Street 662, Meanchey District, Phnom Penh Kingdom of Cambodia P.O. Box 104

Email: [sarin\\_tv@yahoo.com](mailto:sarin_tv@yahoo.com) or [sp@cambodia-shoot.com](mailto:sp@cambodia-shoot.com) Skype: sarin.prom

[www.cambodia-shoot.com](http://www.cambodia-shoot.com)