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**KHMER FOUNDATION APPRAISAL**

TRUTH - PROFESSIONAL - TRANSPARENCY

**Khmer Foundation Appraisals Co., Ltd** is new registered company with an international standard service which provide many services such as Asset & Property Appraisals, Property Consultancy for both selling and renting property across key area of Cambodia, Property Investment and Development for families' residence and community living at affordable price, Property Management and Engineering & Construction. Besides, we also have signed Memorandum of Understanding with our partners in local and foreign countries.

Now, Khmer foundation Appraisals Co., Ltd is looking for qualified candidates to fill the following positions:

### **1-Property Management Manager**

#### **Job Description:**

- Developing the Business Strategy to meet the potential Demand in the purpose of maximizing the Sales Growth
- Ensuring property is rented to fullest capacity
- Daily liaison with tenants, landlords and contractors; dealing with questions, complaints and updates
- Ensuring tenant/contractor/landlord compliance with statutory and contractual obligations
- Generate necessary legal action, documents and process in accordance with country's regulation and company guidelines
- Ensuring to properly deal and manage on the Contracts with relevant Resident files of customers
- Well cooperating with other departments to ensure that complaints are solved effectively
- Perform other tasks as per assigned.

#### **Job Requirement:**

- Master's Degree of Business Administration
- More than 2 years of Real Estate or other relevant industry
- Rental & Property Management
- Business Development Strategy
- Brand Awareness/ Promotion
- Legal statutory and Contract Management
- Be strict on the Discipline
- Good inter-personal skill
- High management and leadership skill

### **2-Receptionist**

#### **Job Description:**

- Welcoming Guests
- Check in and Room orientation
- Cashiering/Check out
- Guest complain management
- Concierge (Able to provide the information to the Guest)
- Offering the highest levels of service and confident interpersonal skills.
- Be able to work in overnight shift

**Job Requirement:**

- Good attitude, friendly, polite, smiling and hard working
- Team work
- Strong in communication skill/Good English
- Flexible on working time

**3-Marketing Manager****Job Description:**

- Preparing, organizing and managing key responsibilities of marketing department and marketing staffs;
- Setting goal and missions for marketing staffs;
- Checking and following up the effectiveness of marketing staffs' and marketing department's performance;
- Preparing reports and making presentation about marketing strategies to management board;
- Researching on up-to-date marketing environment and competitors,
- Analyzing and surveying for clients' demands;
- Researching and setting the clear target customers for company's products,
- Establishing marketing strategic plans;
- Checking and analyzing monthly sales data for improving marketing strategies;
- Encouraging the new creative marketing ideas for developing marketing advertisements;
- Preparing, organizing and managing Budget Plan;
- Creating managing and customer relation system;
- Preparing and managing marketing advertisement;
- Other tasks assigned by Superior.

**Job Requirement:**

- Master or Bachelor degree in marketing, business administration or a similar skill;
- At least 3 or more years of working experience in marketing with Media / private company;
- At least 2 years of working experience in leadership position with team management with supervisory skills;
- Have knowledge of a marketing techniques and concepts;
- Have experience working with media and advertising agency;
- Be an excellent communicator, negotiator and creative;
- Have knowledge of design skills and Analytic program such as SPSS, Market Sight, Data Cracker, .etc;
- Work well in a team and be well presented with a professional manner;
- Ability to communicate in English and others language is an advantage;
- Be a problem solver and able to work under pressure with high responsibility;
- Applicants submitted with Study Records/Transcripts are highly prioritized.

**4-Laundry****Job Description:**

- Wash and dry resident clothing and facility linens.
- Fold and sort clothes and linens.
- Deliver all resident laundry as designated.
- Ensures that all clothes and linens are mended and ready to wear/use. Assures the availability of linens.
- Understands functions of various soaps and bleaches, and uses them appropriately.
- Assures personal and staff compliance to all State and Federal regulations including blood borne pathogens, infection control, use of hazardous materials, and fire safety.
- Maintains a clean and orderly work area.

- Cleans filters on driers as directed.
- Inventories supplies.
- Assure personal and staff compliance to Residents' Rights.

**Job Requirement:**

- Follow the Housekeeping/Laundry Manual when working in the facility.
- Make sure that residents receive a clean washcloth and hand towel each and every day.

**5-Property Appraisers**

**Job Requirement**

- Bachelor's degree in Finance, Accounting, Business Management, or Engineering
- Ability to work as team
- Good Writing and Speaking in English
- Computer Application
- Working under pressure

**6- Property Consultancy**

**Job Requirement**

- Bachelor's degree in Finance or Business Management
- Good Writing and Speaking in English
- Computer Application
- Working under pressure

**7- Accounting Officer**

**Job Requirement**

- Bachelor's degree in Accounting and Finance
- At least one year experiences in Accounting and Finance
- Good Writing and Speaking in English
- QuickBooks Accounting Software
- Working under pressure

Interested candidates should submit their CVs with recent photos and cover letters to Khmer Foundation Appraisal Co., Ltd Office with the subject title as the position applied for. Only short-listed candidates will be contacted.

The deadline for submitting applications is 31 May 2017.

We provide competitive remuneration package and fringe benefits for the selected candidates.

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