



## Job Announcement

### **Work Readiness Teacher-Customer Service Assistant**

Mith Samlanh is a Cambodian led non-government organization committed to work with Cambodian street children, their families and communities.

Every day, Mith Samlanh provides vocational training, education, counseling, food, shelter, medical services and various outreach programs to 1800 street children and youths in Phnom Penh.

We are currently seeking for qualified Cambodian national to fulfill the position of **Work Readiness Teacher-Customer Service Assistant (Urgent)**.

#### **Position Summary:**

She/he is in charge to provide Work Readiness classes to students. Support the Training Center trainers to provide quality business services to their customers.

#### **Main Responsibilities:**

- Provide Work Readiness classes to all Training Center students following the curriculum: customer service, financial literacy, introduction to business.
- Prepare students before their placement over a few days of intensive course/workshop. (Preparing a CV, small business start up and management when relevant...)
- Support vocational skill trainers to provide quality services to customers: quality control, customer service.

#### **Job Requirements:**

- University business degree preferred
- At least 3 years experience in customer service or running a small business or as a shop assistant.
- Experience interacting daily with native English speakers.
- Experience working with young people is a plus

**Location:** Phnom Penh

**Duration:** Full-time work

**Salary and benefits will be commensurate with qualifications and experiences.**

Interested candidates are requested to submit cover letter, CV to Mith Samlanh Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Doun Penh, Phnom Penh City ( north of the national museum) E-mail: [hr@mithsamlanh.org](mailto:hr@mithsamlanh.org) with the caption subject of positions.

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit.

**The successful applicant will be expected to comply with Mith Samlanh's Child Protection Policy.**

*Early applicants have priority.*

**Applications must be submitted before 03 January 2012 and will not be returned.**

Only short-listed candidates will be contacted for interview.

*Website: [mithsamlanh.org](http://mithsamlanh.org)*