

JOB DESCRIPTION OF EMPLOYEE OF INVENTOR OFFICE

Category	Marketing & Corporation
Title	Secretary of Managing Director (Contract Employee)
Type	Part-Time (1pm-5pm)
Req. ID	22MM003

The Role

The Inventor Enterprise Solution Office is seeking a Secretary of Managing Director to work on one of the new B2B agencies in Phnom Penh. This position will involve supporting the Business Corporation workflow and Document preparation in all aspects of its category of Marketing & Corporation.

Responsibilities

- Research and Analysis business partnership of its supply base in APAC and other global regions.
- Communication and making appointments with business partners and customers to represent of manager
- Create, Prepare and Translate documents relate to business corporations and marketing with reliability and accuracy.
- Summery main report of monthly operation service support and product supply between business partner and customer to the manager every single month.

Additional Responsibilities Preferred

- Assist sales and manager to complete quotations and planning including proposal of each project.
- Creating product and service request form to manager to assign teamwork for responsibilities of its task and service and release product to deliver.
- Office management and preparation.

Preferred Skill and Qualification

- Knowledge of Public relations, International Business Management, economics.
- Experience in commercial company or service provider agency or consulting firm.
- Possibility to work flexibly with Teamwork and Managing Director.
- Excellent in writing and communicating of English language and Grammar.

Salary Base and Other Profitability

- Salary : 220USD (Monday-Friday 2pm to 5pm) / 400USD (Monday-Friday 9am to 5pm)
- Allowance Support : 30\$ (Part-Time) / Allowance Support : 50\$ (Full-Time)