

## JOB DESCRIPTION

### ACCESS Admin and Logistics Officer

#### About us

With more than 30 years of experience, CowaterSogema is Canada's global leader in management consulting services specializing in international development. CowaterSogema is recruiting an **Administrative and Logistics Officer** to support the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

#### Summary of Position

A full-time position is currently available for an experienced **Administrative and Logistics Officer** with strong administrative skills, who possessed the ability to handle multiple priorities and meet tight deadlines with minimal supervision. Excellent communication and organizational skills are essential, as is proficiency with MS Office Suite and general computer skills. This position will report to Head of Operations and Finance and will be responsible for the supervision of the office assistant/receptionist and drivers.

#### Responsibilities/Duties:

#### Reports and Communication

- Assist the the Communications and Learning Specialist by providing logistic support for media releases, briefings, communications and other Project promotion events and activities;
- Assist the Team Leader, managers and other Program team members with correspondence, mail registration and filing;
- Proofread documents prepared by staff and consultants for spelling and grammar;
- Format, design and prepare documents for printing and copying, upon final approval of the Team Leader and/or Head of Operations and Finance;
- Keep all reports filed systematically in both electronic and hardcopy formats.

### ***Coordination and Logistics***

- Ensure all project administrative activities are coordinated effectively;
- Coordinate workshop/training events as required, including hotel liaison, participant confirmation, invitations, travel arrangements, supplies and materials, equipment hire and providing point of contact support for participants at events;
- Coordinate and provide logistical support for Project activities, including travel arrangements, visas, field visits, and DFAT/counterpart visits;
- Provide administrative support to team members; and
- Review and undertake initial verification of supplier contracts for terms and conditions.

### ***Procurement***

- Gather quotations and make comparison/assessment;
- Submit invoices and purchase requests to the senior finance officer;
- Coordinate delivery of purchased goods;
- Maintain a master procurement plan and develop and uphold accurate, effective and up to date procurement tracking tools to ensure that it is conducted as planned to meet the working requirements of the company;
- Process external purchase orders and obtain quotations of goods, equipment and services, as requested by relevant stakeholders;
- Ensure that the procurement requests and approval process is adhered to, and supporting documents are completed;
- Monitor ongoing procurement activities against the agreed procurement plans, and proactively provide timely advice on any problems or delays to relevant stakeholders;
- Report any problems or potential conflict of interests; and
- Work closely with the operations and program team to ensure Program products/materials are available in stock.

### ***Scheduling and Meetings***

- Coordinate meeting arrangements, including informing team members, booking meeting rooms and keeping management/staff calendars updated;
- Track staff travel and leave plans and records to ensure all staff members are kept informed of team location and availability;
- Schedule and coordinate vehicles and drivers, including driver booking schedules; and
- Support the Head of Operations and Finance with timesheets.

### ***Front Desk (while the office assistant/receptionist is on leave or other duties)***

- Answer and forward calls in an efficient and professional manner and check general voicemail;
- Receive visitors in a professional manner;
- Program the phone system and voicemail as required and provide training to users; and
- Record and prepare minutes from staff meetings.

## **JOB REQUIREMENTS**

### **Minimum Experience:**

- Minimum 5 to 10 years of experience in a similar role.
- Fluent in Khmer (written and spoken) and full working proficiency in English (written and spoken)
- Understanding of RGC's administrative and letter communication.
- Advanced Microsoft Word Skills, with a particular focus on formatting functions (e.g., section breaks, table of contents, inserting PDF's, etc.); and
- Advanced filing skills (both electronic file management and hardcopy filing protocols);

### **Essential Skills:**

- Quality (accurate, precise, thorough, complete, attention to detail);
- Timeliness (meet deadlines, generally handles duties in an efficient and timely manner);
- Helpfulness / positive attitude / diplomacy;
- Organization (tidy and efficient workspace and electronic files);
- Multi-tasking (prioritizing and juggling various tasks effectively); and
- Attendance / punctuality.

Job Location : Phnom Penh, CAMBODIA

Schedule : Full-Time

Salary : As per experience and salary grid

Closing Date : 15 May 2019 Time 17:30

ACCESS Program promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for an interview will be contacted.

Please send your CV and cover letter to [jobs@accesscambodia.org](mailto:jobs@accesscambodia.org) before May15, 2019