



Job Announcement

Making It Easy Co., Ltd is the first company to provide one-stop professional services for expats working and doing businesses in Cambodia. MiE specializes in three key areas: **Business start-up & registrations, Relocation support, and Language & culture**. To learn more about the company, please visit our website: www.makingiteasycambodia.com.

We are seeking for either a **full-time intern** or **part-time officer** responsible for **Communication & Digital Marketing**.

Working hours for the full-time intern: 8am-12pm and 1:00pm-5:00pm, Monday to Friday, exclusive of Saturday, Sunday and Cambodian public holidays. Working hour for part-time officer is flexible, 20 hours per week.

Requirements:

- Student or fresh graduate in the field of media management, video making & graphic design, marketing or business is preferred
- Knowledgeable about commercial, digital advertising, brand & communication is preferred
- One year working experience in related field is preferred but not a must
- Professional-level computer, internet and email skills are required
- Written & spoken proficiency in English is preferred
- Cross-cultural experience and interested in working with people from other countries is a plus
- Strong interpersonal skills and team spirit
- Honest and able to work independently with minimal supervision
- Committed to professional development and long-term career with MiE for the part-time officer. At least available for 5 months for the full-time internship.
- Supportive to the vision, mission and core values of MiE

Essential duties and responsibilities:

- Shoot and edit at least 2 short videos per month to promote the business in terms of business start-up, legal support, and language & culture for expats in Cambodia
- Shoot and edit photographs to promote the business activities through social medias
- Design leaflets, brochures, posters, banners and other marketing materials to promote the business if requested
- Write stories and develop contents according to the marketing plan and digital marketing strategies
- Take part in promoting MiE by website , social media and other marketing tools
- Responsible for implementing the brand and communication strategies of MiE
- Take initiative in training and event management
- Willing to do other tasks where needed and in cooperation with the team

Salary: Net/base monthly salary for part-time officer is between **\$200-\$400** based on your qualifications and experience. Net/base monthly allowance for a full-time intern is **\$100**.

Other Benefits:

1. **Personal and Professional Development:** The officer will get access to capacity building and professional development opportunities related to his/her roles and interest. MiE will pay 50% of the



course fees if it does not exceed over the annual budget of the company. Employee is required to commit working for the company for at least 24 months starting from the date of completion of the training course. Breaking the contract is subject to repayment of 2 times of the investment both in course fees and working hours (if any).

2. **Accident, Surgical and Medical Insurance:** The accident, surgical and medical insurance is granted for the period of employment. It is effective after the probation period. See the terms and conditions covered by the selected insurance company.
3. **Severance Pay:** The **officer** is granted for 5% severance pay out of his/her monthly net salary. It is effective after the probation period. The severance pay can be claimed by the end of his/her employment if the resignation is made in good standing.
4. **Annual Salary Increase:** The **officer** will be granted for 5% annual salary increase after 12 months full-time employment.
5. **Shared Dividend:** The employee will be granted for 5% dividend of the company after 5 years of his/her full-time employment. The dividend period is effective after the probation.
6. **Share Ownership:** The employee will be granted for 5% shares of the company after 10 years of his/her full-time employment. The ownership scheme period is effective after the probation. The employee may choose whether to sell his/her shares to the company or continue investing with the company.
7. **Sale Commission:** The **officer/intern** will be granted 3% out of the total sales values if new clients purchased the services by his/her marketing effort. See commission checklist for employee. Sale commission can be claimed on a monthly basis.
8. **Overtime:** Working overtime is not expected. However, the company will pay double wage comparing to his/her hourly wage during regular working hours. Overtime work might only be needed if the inquiries and workload is demanded. Employee needs to discuss with the CEO before starting to work overtime to ensure that whether the project is urgently needed to complete.
9. **Annual Staff Appreciation:** The company celebrates staff appreciation retreat very year between November and December if the company is in a healthy financial position. All employees are granted for the appreciation.
10. **Monthly Staff Breakfast:** Once a month, all employees have breakfast together. MiE covers the expenses.
11. **Annual Leave:** Paid 10 working days annual leave (six leave, emergency leave, and personal holidays).
12. **Public Holidays:** Paid 20 Cambodian public holidays. See MiE's calendar.

Starting Date: Negotiable.

CV and cover letter should be submitted by email (info@makingiteasycambodia.com) to **Kimsophat Kong (Mr.)** no later than **January 31, 2018**. Only shortlisted candidates will be contacted for an interview. We offer an equal job opportunity. Women are encouraged to apply.