



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 three (3) competent and long-term members to join our team. They are 1-**Accounting & Taxation Specialist** (full-time), 2-**Corporate & Taxation Specialist** (full-time), and 3-**Graphic Designer & Video Maker** (part-time).

1. **Accounting & Taxation Specialist (Full-time|40 hours per week)**

Working hours: 8am-12pm and 1:30pm-5:30pm, Monday to Friday, exclusive of Saturday, Sunday and Cambodian public holidays.

Requirements:

- Bachelor graduate in the field of accounting, finance or taxation is required
- Registered tax agent is preferred
- One year working experience in related field is preferred
- Professional-level computer, internet and email skills are required
- Written & spoken proficiency in English and Khmer is required
- 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
- Supportive to the vision, mission and core values of MiE

Essential duties and responsibilities:

- Fully responsible for day to day financial transactions within the company
- Implementing the bookkeeping system
- Implementing the staff payroll
- Implementing the financial management system using QuickBooks
- Developing monthly and annual financial report
- Developing and implementing cash flow management system
- Learning and updating the full accounting, financial, and taxation management system
- Filing and responsible for tax returns for MiE
- Responsible for tax returns of other companies that are the clients of MiE
- Develop and maintain strong and professional relationship with all stakeholders
- Willing to do other tasks where needed and in cooperation with the team

Salary: Gross monthly salary is between **\$400-\$700** based on your qualifications and experience.



Other Benefits:

- Paid 10 working days annual leave (six leave, emergency leave, and personal holidays)
- Paid 20 Cambodian public holidays
- Accident and surgical insurance with Forte company (after passing the three months' probation)
- 5% severance pay out of the gross salary (after passing the three months' probation)
- 10% commission per tax return for clients
- 3% commission per sale
- Capacity building and professional development opportunity
- Opportunity working with professionals and business owners from the around the world

Starting Date: As soon as available.

2. Corporate & Taxation Specialist (Full-time|40 hours per week)

Working hours: 8am-12pm and 1:30pm-5:30pm, Monday to Friday, exclusive of Saturday, Sunday and Cambodian public holidays.

Requirements:

- Bachelor graduate in the field of commercial law, business, accounting, finance or taxation is required
- Registered tax agent is preferred
- Knowledgeable about commercial, corporate and taxation practices in Cambodia is preferred
- One year working experience in related field is preferred
- Professional-level computer, internet and email skills are required
- Written & spoken proficiency in English and Khmer is required
- 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
- Supportive to the vision, mission and core values of MiE

Essential duties and responsibilities:

- Take full responsibility for company registrations, tax registrations, and license registration with related government ministries in Cambodia
- Provide consultancy on company registrations, tax registrations and license registrations
- Develop professional working procedures concerning the appointed tasks
- Develop and maintain strong and professional relationship with all stakeholders
- Willing to do other tasks where needed and in cooperation with the team

Salary: Gross monthly salary is between **\$400-\$700** based on your qualifications and experience.

Other Benefits:

- Paid 10 working days annual leave (six leave, emergency leave, and personal holidays)
- Paid 20 Cambodian public holidays



- Accident and surgical insurance with Forte company (after passing the three months' probation)
- 5% severance pay out of the gross salary (after passing the three months' probation)
- 10% commission per tax return for clients (if applicable)
- 3% commission per sale
- Capacity building and professional development opportunity
- Opportunity working with professionals and business owners from the around the world

Starting Date: As soon as available.

3. Graphic Designer & Video Maker (Part-time|20 hours per week)

Working hours for this position is any time between 8am-8pm, Monday to Friday. However, our working hours with other team members is 8am-12pm and 1:30pm-5:30pm, Monday to Friday, exclusive of Saturday, Sunday and Cambodian public holidays.

Requirements:

- Bachelor graduate in the field of media management, design, and video editor is prepared but not a must
- Knowledgeable about commercial and digital advertising is preferred
- One year working experience in related field is preferred
- Professional-level computer, Camera, sound, internet and email skills are required
- Able to communicate either English or Khmer
- 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
- Supportive to the vision, mission and core values of MiE

Essential duties and responsibilities:

- Shoot and edit at least 3 short videos per month to promote the business in terms of Khmer language and culture (Khmer class activities, tutorial clips, interview and feedback from clients), business start-up, and legal support 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
- Willing to do other tasks where needed and in cooperation with the team

Salary: Gross monthly salary is between **\$200-\$400** based on your qualifications and experience.

Other Benefits:

- Paid 5 working days annual leave (six leave, emergency leave, and personal holidays)
- Paid 20 Cambodian public holidays
- Accident and surgical insurance with Forte company (after passing the three months' probation)
- 5% severance pay out of the gross salary (after passing the three months' probation)
- 3% commission per sale
- Capacity building and professional development opportunity



Making It Easy

Making Cambodia Easy

Language & Culture
Business Start-up & Registrations
Relocation Support

- Opportunity working with professionals and business owners from the around the world

Starting Date: February 2018 and negotiable.

CV and cover letter should be submitted by email (info@makingiteasycambodia.com) to **Kimsophat Kong (Mr.)** no later than **December 15, 2017**. First applicant, first interview! Only shortlisted candidates will be contacted for an interview. We offer an equal job opportunity. Women are encouraged to apply.