



# Making It Easy-MIE

*Making Cambodia Easy!*

## **Job Announcement**

Making It Easy (MIE) is the first company to provide one-stop professional services to meet the needs of expats working and operating businesses in Cambodia. MIE specializes in three key areas: Language and culture, Business start-up, and Relocation support. To learn more about the company, please visit our website: [www.makingiteasycambodia.com](http://www.makingiteasycambodia.com).

Our client is a new social based enterprise seeking a competent team member to serve as a full-time (40 hours/week) **BRANCH MANAGER in a new style of travel agency**. The new company is called Green Cultural Travel (Cambodia), Ltd, located on the riverside, Phnom Penh.

### **Requirements:**

- Any educational background, bachelor degree in travel, cultural or guide related services will be considered in assessing candidates
- Primary skill set required is the ability to establish the key relationships with in bound and out bound travel services providers including transport and accommodation
- People management skills to manage staff
- Travel agency experience for a minimum of two years or alternative experience within the industry
- Proficient in computer skills
- Native Cambodian with English proficiency
- Cross-cultural knowledge and experience is a plus
- Strong interpersonal skills and team spirit
- Honest and able to work independently with minimal-supervision
- Must share our client's ethical and moral views about a company's responsibility to its staff, clients and the environment

### **Brief Job Description:**

- Take full responsibility for establishing the initial travel product range for the first branch
- Work as part of a team to finalize the layout of the first branch and undertake the required fit-out
- Undertake recruitment of additional branch staff
- Form part of the IT committee to build required computer support systems
- Ongoing branch management
- Motivated to advance

Monthly salary is between \$400 USD and \$600 USD based on your experience. Capacity building opportunity is included. Other benefits, e.g. accident and surgical insurance will be included after three months probation. After a 12 month qualifying period staff of our client automatically joins the staff ownership scheme which owns 49% of the company.

CV and cover letter should be submitted by email ([info@makingiteasycambodia.com](mailto:info@makingiteasycambodia.com)) to **Kimsophat Kong (Mr.)** no later than **February 15, 2016**. The employment is to be started on February 22, 2016 or as soon as available. Only shortlisted candidates will be contacted for an interview. We offer an equal job opportunity. Women are encouraged to apply.