



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.

Our client, misociety.net is a social venture that aims to create positive impact in society with creative ideas and technologies. **Misociety's** main clients are NGOs, local governments or foundations in Korea. [Click here to learn more about our organization.](#) Currently, we are preparing two projects related to creating job opportunities in Phnom Penh. We are looking for a Part-Time **Research Assistant** who mainly will conduct market research with the manager and summarize the data.

Requirements:

1. Effective communication in English (verbal and written)
2. Ability to take initiative
3. At least 3 years of working experience (including part-time/internship)
4. Prefer candidates who have relevant experience with NGO, Start-up or market research, but this is not a MUST.
5. Have 'out of box' thinking and creative ideas on local issues
6. A goal driven person who can work independently with projects especially when the manager is absent

Main Duties:

1. Communication
 - Report daily tasks to manager in written form
 - Establish relationship with potential interviewees
 - Identify needs of clients
 - Communicate directly with clients
2. Market Research
 - Conduct interviews with local interviewees
 - Summarize data in written form
3. Miscellaneous
 - Maintain the office orderly

Salary & Compensation:

\$200 per month, working hours: weekdays (Mon-Fri) from 1pm to 5pm

If you are interested, please send your resume and cover letter to info@makingiteasycambodia.com. Your cover letter should explain why you are the best candidate for the position and what you think you can bring to the company.

Application Deadline: Feb 21, 2017

Only shortlisted candidates will be invited for an interview. We offer an equal job opportunity. Women are encouraged to apply.