



Making It Easy-MIE

Making Cambodia Easy!

Re-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 .

Our partner is a registered immigration consultant in Canada. He is opening a new office in Cambodia. **Dream Canada Visa Immigration Consulting** is looking for **One Marketing Officer (full-time)** for its Phnom Penh office. Visit <http://www.dreamcanadavisa.com/> to learn more about the company.

Join an exciting new company with lots of room to grow! We are looking for someone with marketing & office skills.

Job Requirements

- knowledge of marketing across a variety of platforms
- ability to communicate effectively in English
- ability to use effectively use a variety of standard computer software: MS Word, MS Excel, MS PowerPoint, MS MovieMaker, and IrfanView
- Ability to work with a variety of file types: docx, pdf, and jpg
- ability to network and establish professional relationships
- ability to learn about Canadian education and Canadian schools
- ability to take initiative
- ability to maintain client confidentiality
- ability to follow code of ethics
- ability to closely follow specific-detailed directions
- ability to do accurate work
- honest & trustworthy

Main Duties

- Marketing
 - Networking in the community to establish relationships with potential client sources
 - Schools: high school and post-secondary
 - chamber of commerce groups
 - travel agencies
 - etc.



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- Advertising
 - identifying successful advertising modes
 - creating advertising: composing/content writing and layout
 - managing advertising budget
- Office work
 - meeting clients
 - explaining services of Dream Canada Visa
 - distributing pre-application questionnaire
 - screening results of pre-application questionnaire
 - communicate immigration options to clients
 - collecting client documents and information
 - communicate information and document requests to clients
 - manage client expectations
 - discuss application results with clients
 - handling documents
 - maintaining adequate records of documents collected
 - correctly naming and storing electronic documents
 - correctly storing hard copy documents
 - safely disposing of documents
 - Miscellaneous
 - maintain orderly office
 - complete other tasks as assigned by RCIC

Compensation: \$300 per month + \$25 bonus for each paying client.

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 a Canadian immigration firm.

Application deadline is **March 15, 2016. First come, first serve!** Only shortlisted candidates will be invited for an interview. *We offer an equal job opportunity. Women are encouraged to apply.*