



The WorldFish Center, headquartered on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a nonprofit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

## **ADMINISTRATIVE ASSISTANT / RECEPTIONIST**

### **Responsibilities:**

- Welcome visitors, inform staff of their arrival and direct visitors to their destination
- Operate a switchboard, process incoming calls and place calls as required; maintain records of phone calls and charges for billing
- Maintain scheduling of meeting rooms, vehicles and other office facilities
- Act as a focal person for courier services, receiving and outgoing administration, including billing, process postage, keep track of postage expenses and record all outgoing and incoming mail
- Assist in procurement activities as assigned by Administrative Officer
- Manage office library and update contacts
- Maintain and handle petty cash
- Maintain the reception area

### **Requirements:**

- Bachelor of Business Administration or Secretarial Certificate with minimum 2 years of working experience in a similar capacity with non-governmental organizations or international organizations
- Excellent written and verbal English and Khmer skills
- Good working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook) with good typing speed in Khmer and English
- Capable of working under minimum supervision
- Familiar with using general office equipment
- Working Experiences with NGOs and IOs are desirable

The WorldFish Center offers a competitive remuneration package, a non discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a cover letter outlining their qualifications and comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail address) of three (3) professional referees who are knowledgeable about the candidate's qualifications and work experience. Applications should reach us no later than **13 March 2011**. This is a national position based at WorldFish Phnom Penh, Cambodia. Only short-listed candidates will be notified.

Interested applicants are to submit their applications online to:

[worldfish-cambodia@cgiar.org](mailto:worldfish-cambodia@cgiar.org)

**or hand deliver to: #35, Street 71 (Corner Mao Tse Tong Blvd.), Phnom Penh, Cambodia**

For more information about our organization please visit our website at:

<http://www.worldfishcenter.org>

*WorldFish is committed to an Equal Employment Opportunity employer and strives for staff diversity in gender and nationality. Woman is encouraged to apply.*