



Procurement and Contract Officer

Closing Date: 15th April 2019 | Apply to: job@sathapana.com.kh

Locations:

- Head Office (01)

Responsibilities

- Review Procurement's Contracts (Purchasing software, office equipment, electronic equipment, marketing printing, operational forms etc);
- Review Property's Contracts (Build-to-Suit Lease, Leasing, ATM Lease Location, Construction, and Renovation etc.);
- Contract management/registration and notify to user Departments on up-coming expiration Contracts;
- Create Contract Templates;
- Prepare Administration Letters;
- Procuring (Quotation Analysis and Purchase Order);
- Handle Projects as assigned etc.

Qualifications

- Bachelor or master degree of Business Administration, Management, Finance, Banking, and Laws.
- At least 1-year-experience as legal assistant or legal officer or in procurement, business, finance, banking or/in related fields.
- Willing to work with new challenges and under working pressure.
- Good at both computer and English.

How to apply

- Interested candidates are encouraged to submit the updated CVs to job@sathapana.com.kh
- For more information, please contact us via 096 418 2222/ 096 958 7777/ 096 258 0666 or go to www.sathapana.com.kh