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| **JOB TITLE:** Admin Intern |
| **LINE MANAGER:** Admin Officer | **GRADE:** Nil |
| **BUDGET RESPONSIBILITY:** Nil | **WORK LOCATION:** Phnom Penh  |
| **TEAM: Operation team** |
| **INTRODUCTION:**CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991. Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities. |
| **PURPOSE OF THE POSITION:**The Admin Intern will support Admin Officer to implement admin task and support to all staff learning about admin workflow build up your knowledge, skill and experience. |
| **MAIN RESPONSIBILITIES:** * Welcome guest / visitor at front office desk
* Support Admin Officer to prepare payment voucher
* Support Admin Office to update daily schedule to drivers
* Assist in update Staff Contacting list first week of each month in advance
* Ensure all incoming call is delivered to the specific person
* Ensure all kitchen supplies and office supplies are replacement
* Support to record and send outgoing mail
* Other duties as directed by line supervisor

**YOU WILL LEARN:*** How to control stock
* How to payment follow CARE policy
* How to build a good communication with other people
* Work as team
* Leadership and management
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| **EXPERIENCE AND QUALIFICATIONS:*** Fresh graduate or being a student in business administration, finance or a related subject
* Familiar with admin and logistic work
* Be able to operate most office equipment and understand basic IT knowledge
* Good working knowledge of Microsoft Office, internet, and email
* Good in English speaking
* Enthusiasm and willingness to work as a team
* Good interpersonal skills and commitment.
* Demonstrated commitment to CARE Core values (Respect, Integrity, Commitment and Excellence) and teamwork.
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| **APPROVED BY:****Date:****Signature:** | **ACCEPTED BY:****Date:****Signature:** |