



A lifetime opportunity

HR Assistant

PwC's Human Resources department is a part of Internal Firm Services, which is a network of specialist support for writing, marketing, human capital, technology, learning and development, to name but a few. Each team plays a vital role in making sure we have all the right resources, services, and technology across our business.

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Role and responsibilities:

- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Execute effective onboarding programmes for new employees
- Help to manage disciplinary and grievance issues
- Maintain employee records according to policy and legal requirements
- Other tasks as assigned by managers

Requirements:

- Bachelor degree in Human Resources or relevant subject
- At least 2-3 years experience in human resources
- Good knowledge of Cambodia's labour laws
- Good communication and interpersonal skills
- Problem-solving and decision-making ability
- Strong ethics and reliability
- Good command of Khmer and English
- Computer literacy (Microsoft office)

Diversity

We work in a changing world which offers great opportunities for people with diverse backgrounds and experiences. We seek to attract and employ the best people from the widest talent pool, as well as those who reflect the diverse nature of our society.



Summary of responsibilities:

Perform a range of administration support activities, including handling data, keying in routine correspondence, and other duties as assigned.

Interested candidates should send their CV together with a covering letter to:

pwc.careers@kh.pwc.com

www.pwc.com/kh

Only short-listed candidates will be contacted. CVs we receive won't be returned.