



Job offer : Admin Coordinator (GE)

[Admin Coordinator \(GE\)](#)

Admin Coordinator (GE)

Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps 7,000 children and 7,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 8 staff at the headquarters in France. 500 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

Job location : Phnom Penh Cambodia

Start date : 15-06-2026

Job description :

Provide comprehensive administrative and logistical support to the Operation Manager and GE Department team, ensuring smooth operations, compliance with financial standards, and high-quality service delivery.

Missions :

1. Financial Administration

- Review and process financial/expense documents of GE Department in coordination with the PSE Finance team.
- Ensure compliance with financial standards and policies before management approval.
- Handle petty cash, reconcile balances, and maintain cash consistency.
- Monitor cash in the safety box daily and report to the Operation Manager.
- Coordinate monthly replenishment with Finance Department.

2. Office & Event Coordination

- Organize meetings and school events (schedules, logistics, follow-up actions).
- Maintain office supplies, hygiene, and logistics in coordination with Admin/Procurement.
- Oversee distribution of student study materials and uniforms, ensuring compliance with procurement policies.
- Maintain accurate stock and inventory records.

3. Campus & Asset Management

- Monitor cleanliness and safety of campus, classrooms, and facilities.
- Supervise student environment, cleaning activities and provide feedback for improvement to the teachers.
- Safeguard assets and equipment with updated listings.
- Manage ERP purchase order system for student materials, uniforms, and office supplies.
- Coordinate with Admin/Procurement to ensure timely purchases.
- Record and maintain stock/inventory logs accurately.

4. Student Administration & Examinations

- Coordinate preparation and administration of student examinations.
- Ensure accuracy of examination documents, transcripts, and academic records.
- Centralize academic reporting and submit timely to management and stakeholders.
- Manage student movement records within PSE and to state schools.

Profile :

Education

Bachelor or Diploma in administration or secretary skill, or other related fields

Experience

At least 3 years of experience in administration or secretary job, stock management

Skills

- Administrative and secretary
- Stock management and inventory
- Well organized, planning, and coordinating skill
- Good knowledge of MS Office (strong in Ms. Excel, Ms. Word & PowerPoint), and Google Applications
- Ability to communicate in English both speaking and writing
- Commitment to accuracy and attention to detail
- Strong interpersonal skills with the ability to take initiative, do multi-task, work under pressure and tough deadline, be flexible, adapt to shifting priorities, and prioritize work
- Data centralize and management

Attitudes

- Commitment to PSE's vision, PSE's core values and code of conduct
- Policy compliance and child protection
- Dynamic, patience, adaptability and ability to cope with change process.
- Ensuring timely, high-quality results. Being a role model for continuous learning and

improvement.

Details and contacts :



Submit CV: <https://t.me/PSERECRUITMENT>



Email: recruitment@pse.ngo



Tel: 093617555

Address: No. 402, Groupe 12, Village Trea, Stung Mean Chey,

Phnom Penh, Cambodia

PSE Recruitment Channels:

- Facebook: <https://www.facebook.com/pserecruitment>
- Telegram Chanel: <https://t.me/recruitepse>
- Website: <https://www.pse.ngo/>

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