



Job offer : Executive Assistant (Social)

[Executive Assistant \(Social\)](#)

Executive Assistant (Social)

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 : 30-04-2026

Job description :

This position S/he will need to support Social Director on all administrative, organization and representation tasks. Ensure all the documents and communication check before submitting to the Social Director's signature or approval.

Missions :

OPERATING

- Ensure the daily Social Director : Agenda, Meeting, event within department or cross department and support other administration task required by Social Director
- Ensure and organize a proper filing system for Social Director needs
- Produce Management Meetings record
- Support Social Director in presentation preparation for Social team Management Meeting and other.
- Main interface with program managers to follow up reports submissions
- Receive official letters, assure the translation and the answering
- Prepare letters and memos for the team managers and cross department heads
- Support the circulation of the general information or updates to all Social department staff and families to ensure it follows the internal communication guideline
- Perform other duties as assigned by Social Director as and when required.

REPORTING

- Ensure good minute taking of Director's weekly and monthly meetings and follow up actions points with respective team managers.

Profile :

Education

- University degree in Economics, Business Administration
- (Optional) Graduate studies in Management

Experience

- Minimum 3 years experience in providing executive support.

Skills

- High fluency level in Khmer, English
- Computer skills: proficiency in MS Office & google Applications

Specific Technical Competencies

- Communication, support of diversity.
- Relationship builder, powers of persuasion

- Ability to work as team and skills to get tasks done through other peers.

Attitudes

- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- 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>
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