



Job offer : Audio & Photocopy Operator

Audio & Photocopy Operator

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 : 30-07-2026

Job description :

S/he responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment and manage and monitor the photocopy activities and basic equipment troubleshooting.

Missions :

1-Audio Operator tasks

- Adhere to the room booking schedule as indicated on the Google Calendar for 1T and SPL hall.
 - Set up microphones, speakers, sound mixers, amplifiers, and other audio equipment for events, classes, and performances.
 - Ensure all equipment is in good working condition and regularly maintained.
 - Monitor and adjust sound levels during events to ensure clear, balanced audio, eliminate background noise, or audio disruption.
 - Provide audio support for internal and external events such as ceremonies, training sessions, student performances, and meetings.
 - Keep an updated inventory of audio equipment and report any damage or loss of equipment and assist in requesting replacements or repairs.
 - Follow safety and usage procedures while handling electronic and audio equipment and ensure proper cable management and prevent hazards during set up.
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- Actively participate in PSE-organized activities.

2-Photocopy Operator Tasks

- Operate photocopy machines to produce high-quality copies of documents, worksheets, exams, training materials, and administrative papers.
- Ensure timely and accurate delivery of printed materials according to department or school schedules and prioritize photocopy requests for departments submit early.
- Operate and maintain photocopy machines, printers, and related equipment and troubleshoot minor technical issues and coordinate with the technical team for major repairs from photocopy supplier/owner.
- Monitor and manage the stock of paper and request replenishment of supplies in advance to avoid delays in printing tasks.
- Manage and save paper usage efficiently.
- Handle confidential documents responsibly, especially exams, student records, or internal reports.
- Ensure deadlines are met, especially for time-sensitive documents like tests or meeting materials.
- Ensure the photocopy area is clean, organized, and free of hazards and follow safety protocols in operating electrical equipment.

Profile :

Education

- Associate degree or certification in related field.

Experience

- At least two years experience in audio and photocopy field.

Skills

- English in communication is a plus.

Specific Technical Competencies

- Sound system, Electronic device
- Advanced knowledge of computer systems, both PCs and Apple.
- Knowledge of sound and recording equipment, copying and printing.
- Technical aptitude.

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.

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- 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>
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