

## Job Announcement

**Pour un Sourire d' Enfant (PSE)** is a non-profit organization, established at the end of 1995 in Cambodia, working to provide food, shelter, medical care, general education and vocational training to children needing support. We are working with underprivileged children, children living in poverty, and without any formal education. We help more than 6,500 children in Phnom Penh, Sihanouk Ville and Siem Reap.

Recently, PSE is seeking for Cambodian candidates to fulfill position to work for its new academic year 2019-2020 as **Cashier for restaurant (Lotus Blanc)** ( 1 position) based in Phnom Penh

### Position summary:

- Make order registering
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Cash daily control
- Daily report send to cost control
- Communicate with FO to issue the restaurant bill for room guest.
- Send weekly revenue to Finance Department.

### Qualifications:

- Fresh graduate in Finance and Accountant or related field.
- Minimum 1 year experience
- Ability to control expense, revenue, and inventory.
- Good command of using English language or be able to speak Language is an advantage
- Good computer skill ( Microsoft Office Word, Excel, Power Point, Internet and e-mail)

Please send your updated CV and cover letter to [recruitment@pse.ngo](mailto:recruitment@pse.ngo) by **18 August 2019**. Only applications that meet the qualification requirements will be considered.

Address of Organization: No. 402, Trea village, Sangkat Steung Meanchey, Khan Meanchey, Phnom Penh.
Office Number: Contact Number: +855 (0)77 777 173 (extension: 111)
Contact Person: Mr. Ben Phorn , HR & Resourcing Officer
Personal Number : 098/089 79 99 38

PSE employees at any levels ought to respect and follow the Child Protection Policies.  
PSE is an Equal Opportunity Employer and as such does not discriminate against employees or applicants on any basis prohibited by law.  
Qualified women and Disabled people are encouraged to apply.