

## 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 **Front Office Instructor** (1 position) based in Phnom Penh

### Position summary:

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and full-fill their academic potential for school of hospitality and tourism.

### Qualifications:

- Complete Bachelor's Degree or equivalent in Front Office Management, or related field.
- A minimum of 3 years professional experience specifically in Front Office management in five star hotels.
- Room Division Management Skill
- Good interpersonal skill, Good presentation, Positive attitude
- 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.