



Emerging Markets Consulting is a strategic management and private sector development consulting firm with offices in Cambodia and Laos. EMC brings international best practices to the private and development sectors in Southeast Asia by offering our clients an unparalleled combination of international expertise and extensive local knowledge.

We are currently seeking candidates to join our team with following positions in the Cambodia office. This position is full-time and offers significant growth and travel opportunities.

1- Administrative Assistant, Roles and Responsibilities:

Administrative Responsibilities:

- Perform admin support function for projects including printing, photocopying and filing
- Assist with company's event organization
- Coordinate travel and logistic arrangements
- Maintain calendars and perform necessary scheduling for client work
- Reception tasks- answer telephone calls and greet visitors
- Prepare tea and coffee for visitors
- Prepare and send documents
- Manage stationary, water and printer ink as well as other supplies for the office.
- Manage common areas including tea and coffee area and printing area (contact the cleaning team if cleaning is required)
- Liaise with the IT suppliers when required

Finance Responsibilities:

- Prepare necessary documents to support the payment process and review all payment vouchers
- Be responsible for petty cash
- Perform petty cash reconciliation
- Assist Finance officer in managing daily accounting activities
- Perform other duties as requested

Qualifications & Experience Required

- Bachelor's degree in Business Administration/ Accounting/Finance or banking and other relevant
- Ability to use Microsoft Office applications (MS Excel, MS Word, etc.)
- Good spoken and written English
- Ability to work independently and with others



2- Business Analyst, Roles and Responsibilities:

- Support consultant to deliver project deliverables such as business plan, strategic plan, financial model, investment memorandum, etc.
- Collect primary and secondary data to support business analysis.
- Prepare a detailed analysis plan and execute the plan accordingly.
- Diagnosis client's problems, opportunities and solutions for the client.
- Provide inputs for recommendations based on sound and scientific analysis that help the decision-making.
- Conduct financial forecasting, budgeting, and financial analysis and develop key performance indicators.
- Strong understanding of regulatory and reporting requirements.
- Connect with the financial institutions such as banks, MFIs, insurance, and other players related to project.
- Demonstrate initiative and willingness to learn and adapt quickly to new clients' requirements and subject areas.

Qualifications & Experience Required

- Bachelor's degree in Business Administration/ Accounting/Finance or banking and other relevant
- Solid understanding of Cambodia business environment.
- Excellent skills with Microsoft Office applications (MS Excel, MS Word, etc.)
- Strong communication/interpersonal skills
- Demonstrated capacity to be a team leader and work with little supervision
- Good spoken and written English; able to read documents in English language
- Have a good communication skill on dialing with clients, government, and interviewees
- Detail oriented, analytical and inquisitive
- Ability to work independently and with others

Applications

EMC is committed to diversity and inclusion within its workforce and encourages-qualified female and male candidates from all religious and ethnic background, including persons with living with disabilities to apply.

If you are interested in pursuing a career with international growth opportunities, please submit a curriculum vitae and cover letter to recruiting@emc-consulting.asia or 2nd Floor #50 Street 516 (corner 317), Phum 6, Sangkat Boeung Kak I, Khan Toul Kork, Phnom Penh by **30th November 2019**. For further information on EMC and its businesses, please check our website <https://emc-consulting.asia>