

Job Description

Position:	Executive Assistant
Department:	Executive
Reporting to:	Executive Director and Shareholder's Representative
Location:	Headquarter

I. Duties and Responsibilities

- Provide rigorous legal advice to support the business, especially new and big projects.
- Perform legal research/service upon request by the stakeholders including the shareholders, directors and senior management.
- Prepare and manage the corporate meetings including the Annual General Meeting, Board of Directors' meeting and Boards' Committee meeting.
- Lead and oversight the whole meeting process, starting from proposing agendas to following actions resulting from the meetings.
- Draft significant corporate reports after the meetings.
- Draft written resolutions of the Boards and shareholders to comply with the local authorities and lender requirements.
- Act as interpreter (English and Khmer) for the shareholders.
- Communicate the instruction or request from the Executive Director and Shareholder's Representative to the senior management and the head of the department.
- Facilitate communication between the senior management to the directors.
- Support Executive Director and Shareholder's Representative in assessing applications to ensure compliance before approval.
- Visit branches to understand daily operations and initiate improvement plans, suggestions, and recommendations.
- Other tasks assign by the line manager.

II. Qualification

- Degree in law, international relations or relevant field.
- Having a lawyer license is a plus.
- Minimum 5 years of experience with 2 years of managerial experience related to the field of law, compliance, risk assessment or communication.
- Detail-oriented with the ability to deliver accurate work within established deadlines.
- Excellent written and verbal communication skills.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.
- Skill Organizational, Interpersonal, communications, time-management, flexibility and adaptability, and project management.