

**Position: Office Junior, Operation Admin**

- **Category:** Operation Management
- **Schedule:** Full-time
- **Salary:** N/A
- **Location:** Phnom Penh

**Duties**

- Work closely and follow the instruction of the supervisor and complete the assigned work tasks
- Take care of the handling of the Job Card creation and input in the system (both in progress and completed)
- Check & adjusting raw materials in the new job card plan list in purpose to save original raw materials by using scrap (second-handed raw materials)
- Release, print out, and check verified information in Job Card, then send it to the mixing team to prepare raw materials mixing for productions
- Double check production output and compare it to the finished job card from the production department to make sure the job card plan and output match with the same figure
- Make consumption for both ROM and production outputs, then record into the system and send to management for verification
- Prepare a list of job card codes, then send it to the accounting department to adjust the system
- Handle maintenance and operation reports and keep filling hard and soft copies in place as needed.
- Check and control stock of ROM, scrap & packaging materials and make request order for refill stock of ROM and supply to packaging usage
- Daily stock checking and updating into the system (warehouse pick)
- Check stock in the system to make sure that stocks are updated with adjustment
- Check stock of new ordering and record them into the system (purchase order)
- Receive and review invoices by checking the price, quantity ordered from suppliers, and data entry into the system, then send an invoice to the accounting department
- Take care of office stationery, record into the noted book, and pass it to the accounting department for tracking records and new purchase orderings
- Take care of any other tasks assigned by the Operation Supervisor/Manager

**Requirement**

- Bachelor's degree in management or equivalent certificates
- At least 1-2 years of experience in operation management for plastic manufacturing, especially in raw material mixing control and production planning
- Good problem-solving skills with the ability to work under pressure and flexible hours
- Strong communication skills with good interpersonally plus team player mindset
- Faster learner and willing to challenge new tasks and always seek ways to improve the current work
- Good understanding of the system with the ability to handle basic troubleshooting and data inputs
- Direct working experience and understanding of raw materials, tools, coloring powder, mainly used for production ...etc.
- Knowledgeable in mixing raw materials for productions
- Good communication skills in both English and Khmer
- Good Computer skills (Ms. Word, Excel, Internet & E-mail)