

SENIOR HR AND ADMIN OFFICER

Testing Studio is a Cambodian IT company managed by French staff. We provide quality assurance testing services for websites and mobile applications.

⇒ <https://testingstudio.io>

Main responsibilities:

- Personnel Administration, Payroll & Benefits:
 - Payroll management, employee administration, expat services management
 - Staff onboarding and off-boarding, recruitment
 - Prepare updates, reports and payments related to staff benefits e.g. seniority, insurance, NSSF
 - Distribute and explain policies and procedures of the organization to staff
 - Assist line managers understand and follow good practice and procedures in all aspects of staff management
- Compliance:
 - Understand and stay up to date with relevant labor laws and regulations as well as practices by other organizations to provide input to HR team and management to ensure that policies and practices are compliant
 - Complete obligations under labor laws and regulations including new staff labor book, health check, staff in/out, visa extension and work permit for expat, apprenticeship, staff representative, etc.
 - Coordinate appointments of company visitors from Principal or with the government agency or officials (Ministry of Commercial, Ministry of Labor and Law, Ministry of Health, etc.)
- Assist general manager as secretary to follow up and feedback report

Main requirements:

- Bachelor's degree of Business Administration, HR Management and tax
- At least 2 years experiences in recruitment, training, staff compensation and benefits management, personnel administration and/or HR compliance
- Fluent verbal and written communication in English
- French is a plus

Work conditions:

- Monday to Friday (full-time)
- Location: Phnom Penh Capital (Daun Penh)
- Contract type: UDC - Undetermined Duration Contract
- French environment

How to apply:

Are you interested in this position?

Send us your CV and short cover letter in English to: job@testingstudio.io