JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title</th>
<th>Intern of the Admin</th>
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<tr>
<td>Responsible to</td>
<td>Administrator/ Admin Team</td>
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<tr>
<td>Location</td>
<td>Cambodian Center for Human Rights (“CCHR”) based in Phnom Penh, with travel to the provinces as required.</td>
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<td>Duration</td>
<td>6 months</td>
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Job Purpose
The full time Admin Intern’s main job is to work with the administration team in order to provide support for the smooth running of offices and admin related tasks for CCHR.

Responsibilities
- Assist administration team to arrange meeting room, refreshment, and equipment for project meeting, training, workshop, and other events;
- Check and update stationary, stock, office refreshment, first aid box;
- Assist to check and update the CCHR’s inventory and fixed assets lists;
- Assist in greeting and engage with those who come into the office and answer the phone;
- Update staff list, and record letter in/out into a document management system;
- Provide necessary role to administration team and the organization.

Requirements
- Recent University graduate or year 3- 4 University Student in the field of business/public administration, accounting, management or other related fields;
- Fair command of the English language- reading, writing and speaking;
- Interested in human rights field;
- Have a good communication and interpersonal skill;
- Honest, hardworking and willing to learn;
- Computer skills, including Microsoft Office, Intern email, and Photoshop are preferable;
- No work experience is required.