

## **JOB OPPORTUNITY**

An & Lor is a business law firm registered with the Bar Association of the Kingdom of Cambodia. An & Lor commits to serve its clients and anticipate their needs to the best way possible with transparent, expeditious and professional legal assistance.

An & Lor is looking for a qualified candidate to fulfill the position of **1 (one) full-time Business Executive**.

### **Scope of Work and Responsibilities:**

- Perform all bookkeeping functions;
- Issue invoices and follow up on the payment;
- Keep and update records of revenue, invoices etc.;
- Perform and manage all client and vendor billing functions and other account receivable functions;
- Draft fee proposal and develop business proposals for new and existing clients;
- Manage client calls and appointments;
- Respond to clients' initial queries;
- Assist in marketing and event tasks; and
- Other related tasks which may be assigned from time to time.

### **Working hours:**

- Monday to Friday, 8:30AM to 5:30PM

### **Reporting to:** Partner

### **Requirement:**

The requirement includes:

- Year 3-4, or a graduate in Bachelor of Accounting, Banking and Finance or Business Administration or related field.
- Fluency in oral and written communication skills in Khmer and English; Good communications skills in other languages i.e Chinese is an asset.
- Good computer skills.
- Be willing to learn and having teamwork spirit.
- Attention to details.

### **How to Apply?**

Interested candidates are supposed to send their CV with cover letter to [hr@anlor.legal](mailto:hr@anlor.legal) or deliver to building #36 (PPIU building), 9th floor, street 169, Sangkat Veal Vong, Khan 7 Makara, 12253, Phnom Penh, Cambodia **no later than 15<sup>th</sup> August 2023**. For further information, please reach us via 077-252-191.

