



**Balanced Engineering & Construction (Cambodia) Co., Ltd.**

## **PURCHASER cum Admin Assistant (Sihanoukville, Cambodia)**

Balanced Engineering & Construction Pte Ltd specialises in design, build, inspection, repair and maintenance of industrial and commercial chimneys and silos. With a number of offices in the Asia Pacific Region, BEC is a market leader in this highly-specialised field, with an impressive track record. Due to our expansion into Cambodia, we are now looking for suitable candidates to join our team in Sihanoukville, Cambodia.

### **Responsibilities:**

#### **Purchasing:**

- Planning, prioritising and purchasing of all products for project.
- Obtaining quotations from suppliers and continuously conduct price negotiations with suppliers/vendors to find best deal.
- Verification of invoices against original orders to ascertain compliance with all the conditions of purchase prior to payment.
- Issue purchase orders

#### **Admin:**

- Provide full administrative/clerical support to Project Manager and his team.
- Maintain proper document control.
- Answer telephone calls.
- Schedule and coordinate meetings.
- Collate / submit daily / weekly / monthly reports.
- Record and maintain petty cash account and other accounts.
- Maintain inventory records.
- Maintain time records of employees.
- Liaise with Head office in Singapore on HR and other matters.

#### **Requirements:**

- 2 to 3 years relevant experience.
- Working experience in project sites preferred.
- Diploma / Degree in any field.
- Fluent in both written and spoken English.
- Excellent knowledge of MS Office (Computer skills).
- Able to work under pressure.
- Independent, highly organised and able to work under minimum supervision.
- Good team player.
- Good interpersonal and communication skills.
- Willing to work in Sihanoukville

Interested applicants are invited to write in with detailed resume stating qualifications, experience, current and expected salary to [hr@be-con.com](mailto:hr@be-con.com)

Balanced Engineering & Construction Pte Ltd  
Website: [www.be-con.com](http://www.be-con.com)