



## About Us

Nord Anglia Education is the world's leading premium schools organization, with campuses located across 25 countries in North America, Europe, China, Southeast Asia and the Middle East. Together, our 56 schools educate more than 50,000 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers and staff, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Every parent wants the best for their child — so do we. Nord Anglia Education schools deliver high quality, transformational education and ensure excellent academic outcomes by going beyond traditional learning. Our global scale enables us to recruit and retain world-leading teachers and to offer unforgettable experiences through global and regional events, while our engaging learning environments ensure all of our students love coming to school.

## Vacancy

### PHOTOCOPIER/SCHOOL SUPPLY

- Location: Phnom Penh
- Reports to: ICT Director
- Schedule: Full-time
- Salary: \$250-\$300

### JOB PURPOSE

To operate photocopy equipment and the completion of assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies.

### KEY RESULT AREA

- Manage school copy center and supply room
- Support Purchasing Manager
- Distribute School Materials/ Stationaries
- Assist with copying and binding
- Support teaching department with printers
- Any other appropriate duties as allocated by members of the SLT
- Control stock, prepare and supply available materials/stationaries as requested.

## REQUIREMENTS

- Strong computer literacy skills (Excel, Word, Email)
- Able to effectively perform multitasking tasks
- High levels of personal integrity.
- Excellent organizational and time-management skills
- Attention to detail
- Ability to work under pressure and remain calm
- Excellent oral and written communication skills in Khmer and English
- Be flexible and a team player

## Application Information

**Applications** should include a covering letter along with a photograph, updated CV with all relevant experience, along with the names and contact email addresses of at least two referees.

**Applications** should be sent to *employment@nisc.edu.kh*

### **Closing date: 18 January 2019**

The school reserves the right to appoint before this deadline if the right candidate is found.

*Northbridge International School Cambodia is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.*