



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 63 schools educate more than 63,700 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

Human Resources

- **Location: Phnom Penh**
- **Schedule: Full-time**
- **Salary: Up to \$250**

Duties

- Assist in documents tracking and filing personal file or other relevant documents
- Support in the hiring process
- Support in collecting, follow-up documents
- Do general Admin / HR as required
- Performing other tasks assigned by HR Manager

Requirements

- Studying Bachelor degree in Human Resources or other relevant fields
- Computer literacy
- Good oral and written in English
- Highly keep confidential information
- Good negotiation skills, communication skills, interpersonal skills, and problem solving skills
- Be friendly, flexible, honest, hard-working, integrity and willing to work as a team; Good coordination skills, and trustworthy.
- Be able to work under pressure.

Application Information

Applications should include a cover letter along with a photograph, updated CV with all relevant experiences.

Closing date: 30 November 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.

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