Job Title: Office Assistant

Employment Category: Regular, Full-time

Place of Work: Phnom Penh, Cambodia

Reports to: Country Program Director or Sr Accountant

Reporting to position: N/A

Travel Expectations: N/A

Who We Are:

Seva is a global nonprofit eye care organization that transforms lives by restoring sight and preventing blindness. Since 1978, Seva has provided sight-saving surgeries, eyeglasses, medicine, and other eye care services to more than 57 million people in underserved communities around the world. Globally, at least 2.2 billion people have a vision impairment, and of these, at least 1 billion people have a vision impairment that could have been prevented or is yet to be addressed. Our programs have been instrumental in making eye care available to those who can't afford it. They are driven by 4 pillars - establishing self sustaining vision centers, eye care for kids, bringing the best in technology, and training & job creation. Seva believes that restoring sight is one of the most cost effective ways to relieve suffering and reduce poverty. When a blind person gets her sight back, she can go back to work, earn and support her family. In more than 20 countries, Seva has helped nearly 7 million people who were blind to regain their sight.

Seva has been working in Cambodia since 1999 with the country office being established in the year 2002. Seva works in multiple provinces throughout Cambodia with partners including the Ministry of Health, government-operated eye clinics, and health facilities as well as not-for-profit hospitals.
Role:

The Office Assistant plays a vital role for our office in Cambodia. This position supports the smooth function of Seva’s new office in Phnom Penh. He/she is responsible for representing Seva with visitors and people contacting the office, taking meeting notes, translating documents and providing other clerical duties as needed.

Key Responsibilities:

Asset & Inventory Management
- Track office supplies
- Prepare supply orders as needed
- Manage inventory
- Complete necessary procurement
- Update fixed asset list

Information Management
- Take notes during key meetings
- Translate documents from Khmer to English or English to Khmer
- Scan documents as requested
- Ensure cloud-based filing systems
- Organize and maintain files as needed
- Schedule meetings as requested
- Follow up with partners as required

Representation
- Serve as first point of contact for visitors and guests
- Answer the phone on behalf of Seva
- Provide updates and information for partners as requested
- Greet visitors and guests to ensure they are comfortable

Administrative Support
- Data entry
- Assist in preparing quarterly reports
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Schedule meetings and appointments, and send meeting invitations
- Scanning documents as needed
- Make necessary arrangement to procure medical supplies, instruments, equipment by partner organization.
- Provide logistic support to International/National visitors.
- Maintain staff leave record
- Perform other tasks as assigned by Country Director
- Comply with requirements and policies within Seva Foundation and the Government of Cambodia.
Skills & Experience:

The successful candidate will have

- Clerical experience in an office environment
- Excellent verbal and written communication skills including strong English language skills
- Highly organized, detail-oriented, flexible, good sense of humor
- Ability to prioritize and work under pressure in fast-paced, multi-task team environment
- Excellent computer skills, particularly in Microsoft Excel and Microsoft Office
- Excellent Interpersonal skills – highly effective interpersonal and communication skills with an open, direct, and diplomatic approach and the ability to create and foster collaborative and productive relationships with internal stakeholders and external organizations

Seva Values:

- Compassion in Action – We do not observe suffering, we address it.
- Selfless Service – Service is its own reward.
- Respect – We believe in the fundamental dignity and value of every person.
- Equity – We serve the underserved to ensure all people have access to quality care.
- Fun – We never take ourselves too seriously. When you stop laughing, you’ve stopped living.