

## **JOB ANNOUNCEMENT**

CKSN International Transport is one of leading company in Cambodia that provides a greater job opportunity for young and talent candidate who wish to start and/or pursue for professional logistics experiences for long term career development. You will find professionalism, leadership, and a friendly environment. Streamlined structures, fast decision-making processes, attractive, innovative workplaces, and great team spirit and culture.

We are now looking for the following job vacancy:

### **I) Internship, Import Operations: 4 positions**

#### **Job responsibilities:**

- Work with client to arrange import shipment
- Update shipment information in operations system
- Prepare shipping document to customs house
- Follow up with carrier to get arrival notice, and arrange THC doc on time
- Work with internal team (trucking/brokerage team) to arrange import clearance and arrange delivery shipment to customer's warehouse timely
- Assist import operations team to draft billing and send billing doc to clients on time
- Assist import operations team to handle other tasks as needed.

### **II) Internship, Account Receivable: 1 position**

#### **Job responsibilities:**

- Receiving all approved sale invoices and make copies of all invoices
- Posting all approved sale invoice into QuickBooks Accounting System
- Updating Account Receivables in AR Control Excel Sheet
- Summarizes receivables by maintaining invoice accounts
- Collect on accounts by sending invoice reminders and communication with customers
- Assist other tasks as needed

#### **Requirement:**

- Graduate or under graduate degree in business administration and/or accounting field
- Good computer skills (typing, Microsoft word/excel, Intermediate level of MS Office)
- Basic Accounting Knowledge (internship for account receivable)
- Organizational skills and attention to detail
- Good command of English (speaking/writing) and Chinese (preferable)
- Basic communication skill
- Strong interest in logistics or transportation
- Good behavior with attention to details

**Salary:** Negotiable

All interested applicants are invited to send a resume with up-to-date photo and cover letter stating why you are suitable with this job by email to [sokphou.ly@CKSNTransport.com](mailto:sokphou.ly@CKSNTransport.com) or contact Ms. Sokphu Ly

Telegram: 069 784 168, Mobile; 012 457 999