



With over 40 years of experience within Cambodia, Comin Khmere is now the Kingdom's largest Engineering Solutions provider in various fields: Power & Electrical Engineering, Air-Conditioning & Refrigeration, Water Treatment, Communication & Electronic Security, Elevators & Escalators and Renewable Energy. Today, the Comin Khmere workforce includes over 400 local staff and 25 international experts, each of them employing unique expertise and knowledge from their national market. To face constant growth, we are currently recruiting the ideal candidate to fill the position of:

OFF-SITE COORDINATOR

Main Responsibility

The Off-Site Coordinator is responsible for supporting site supervisors in the management of small & medium size projects, coordinating teams, mobilization/ demobilization of workers and managing utilities and tools.

Reporting and authority

The Off-Site Coordinator reports to the Contracting Division Manager

Job Description

- Evaluation of workers' skills & abilities
- Weekly reports to the Contracting Division Manager and Project Managers on-site
- Approbation on tools purchasing, safety policy, working hours and overtime
- Selection & recruitment of casual workers
- Mobilization and demobilization of casual staff depending on activities & needs
- Provide necessary equipment and tools required for the casual labor.
- Meet with site supervisors / workers to assess work progress and problems solving
- Ensure that staff follow internal safety rules and regulations

Skills Requirements

- The candidate preferred is 30 years old or more
- Good knowledge in Project Management
- Strong interpersonal & negotiation skills
- Bachelor degree in electrical and/or mechanical and technical field
- At least 5 years of relevant experience in site management within engineering sector
- Independent and autonomous, capable to manage a team of around 25 people
- Capability to communicate verbally and in writing in both English & Khmer
- Computer literate; especially Microsoft package & MS Project

Interested candidates are invited to submit CV & cover letter in English to the address below or via e-mail at: hr@comin.com.kh. CVs should include details of qualifications, experience and expected salary. Short listed candidates will be invited for interview.

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