

Job Announcement(求人票)

Company Name	CLUB ECO WATER Co., Ltd.
Address	Amass Central Tower 1Floor St.63 corner St.282, Boeng Keng Kang 1, Phnom Penh
Company Profile	<p>CLUB ECO WATER Cambodia Representative Office is a local office under the direct control of CLUB ECO WATER Co, Ltd. (Osaka, JAPAN)</p> <p>We are the only company in the world that manufactures and sells nano mineral solutions with proprietary technology.</p> <p>This mineral solution has been recognized for its many benefits, including "food safety" and "environmental protection."</p> <p>Currently, we are working to expand the use of our products in Asia and other regions.</p> <p>In the ASEAN region, we are developing our business in Cambodia, Laos, and Vietnam by building partnerships with local governments and related organizations.</p> <p>The company has 60 employees in Japan. We have branches in Tokyo, Hakata, and Kobe. Cambodia established a local representative office in October 2022.</p> <p>URL : https://cew.jp</p>
Position	Assistance Staff for CEO of Cambodia Representative Office
Category	Full Time 8:00 – 17:00 or 9:00 – 18:00 / Break time (60 minutes)
Location	1) Phnom Penh (Some travel within and outside of Cambodia is required.)
Duties	<ul style="list-style-type: none"> +Business operations support and interpretation for Japanese CEO + Business coordination and business contact with business partners and stakeholders + Accounting (Entries in the cash book, etc.) + Various investigations and reports (e.g., investigations as directed by the CEO)
Requirements	<ul style="list-style-type: none"> +University degree +Good in Japanese (writing, speaking, reading) N2 or higher is desirable +Excellent in English (writing, speaking, reading) +PC skills (Excel, Word, Power Point) +Valid driving license (Holders are welcome.) +Salary : KHR3,600,000 / Mouth +Salary based on work evaluation : KHR150,000~750,000 / Mouth (According to 5 levels separately established) + Extra pay : In accordance with the Cambodian Labor Standards Law + Payment of wages : Paid on the 5th of the following month after the last day of each month +Commuting allowance : actual expense +Salary raise : Once a year (April) (However, it may not be revised depending on the company's performance or the individual's work assessment.) +Bonus : Once a year (However, it may not be paid depending on the company's performance or individual work evaluation)
Application (応募方法、連絡先)	<p>Please send your CV in English and Japanese to the contact person through email.</p> <p>Contact person: Mr. Masahiro SUGANO (CEO)</p> <p>Email: sugano@bcew.jp</p> <p>Phone: Contact via SNS (Telegram) or by Telegram phone.</p>
Deadline	31 January, 2023 by 17:00
Others	The Employment Regulations and this Agreement shall be interpreted in accordance with the Cambodian Labor Standards Law.

