Job Announcement

Journeys Within Our Community

Human Resource & Administration Assistant

Founded in 2005, Journeys Within Our Community (JWOC) is a non-profit organization based in Siem Reap, Cambodia. Our mission is to work in partnership with Cambodian youth to help them fulfill their potential in education, employment, and the sustainable development of their communities.

We are excited to welcome a passionate and committed individual to join our team as a Human Resource & Administration Assistant

Location: Siem Reap city
Schedule: Fulltime in Including Sunday (Day off: Friday-Saturday)
Starting salary: $300-$400 USD (based on experience)
Age: Youth below 35 years old are encouraged to apply
Nationality: Cambodian only

Key duties:

- Support HR processes, including recruitment, onboarding, staff records, leave management, and compliance with JWOC policies and labor laws.
- Supervise support staff (caretaker and cleaner) and oversee the upkeep of JWOC's Community Center, grounds, and facilities to ensure a clean, safe, and welcoming environment.
- Coordinate with the maintenance team to ensure all properties, equipment, and utilities are regularly serviced and functional.
- Handle procurement, supplier management, and ordering of office, housekeeping, and maintenance supplies while ensuring quality and budget compliance.
- Assist in organizing staff recognition, events, retreats, and other team development activities.
- Liaise with government authorities for work permits, reporting, and compliance with NGO and labor regulations.
- Other tasks assigned by the line manager

Requirement:

- Bachelor's degree in Human Resource Management, Business Administration, or a related field.
- Minimum 2 years of experience in HR, administration, or office management
- Strong knowledge of Cambodian labor law and HR procedures.
- Excellent organizational, time management, and attention-to-detail skills.

- Good communication and interpersonal skills, able to work with diverse teams.
- Proficient in Microsoft Office and Google Workspace; familiarity with LACMS/SICMS and FWCMS as a plus.
- Ability to handle confidential information professionally.
- Strong problem-solving skills and proactive approach.
- Good command of written and spoken English and Khmer

Benefits: 18 days of annual holiday leave, training budget, health Insurance, interest free Masters' degree-loan, supportive working environment and the opportunity to grow professionally and more.

How to apply: All applicants can submit your CV (2 pages only) & Cover letter in hard copy to JWOC office or through email: office@jwoc.info or contact: 012 71 64 98

Note: We will review your application as soon as we receive them, so early application is encouraged. We do not employ any staff whose background is not aligned to our Child & Youth Protection Policy.

Closing date: December 2nd 2025

***Only shortlisted candidates will be contacted for an interview.