



Employment Opportunity

LIM Law Group has positioned itself to be an integral part of the dynamic legal, business and development environment in the Kingdom of Cambodia. We stand ready to offer our services to a client base of Cambodian and international individuals, businesses, institutions, organizations and charitable or philanthropic entities so that they can develop and implement their plans and relationships in Cambodia with security, confidence and success. With our fast growth, we are now seeking a customer-oriented and motivated individual to join our team in the following position(s):

Position	: Receptionist (1 Position)
Job Term	: Full Time
Location	: Phnom Penh
Reporting to	: Finance & Admin Manager/Managing Directors
Subordinator	: Yes

1. TASKS:

- Cambodian national and female only;
- Welcome and assist client in professional and courteous manner;
- Ability to take messages accurately and quickly;
- Quickly and politely handle the telephone calls;
- Provide initial information to callers if it is possible or direct them quickly to where they can have their questions answered;
- Handle clients efficiently in a politely and professional manner following company clients handling policy;
- Schedule appointment and meeting room;
- Manage the reception area, ensuring it is clean, organized, and presentable;
- Maintain office supplies and stationery and coordinate replenishment when necessary;
- Keep accurate records of clients and visitors to the office;
- Update phone-list and phone directory database;
- Support HR or Administration with staff attendance record;
- Perform other tasks as assigned.

2. QUALIFICATIONS:

- Age: 20-30 years.
- At minimum 1st or 2nd year University degree.
- At least 1 year experience in receptionist position.
- Computer knowledge (MS Office application, Internet and E-mail).
- Telephone techniques/ Office foundation skill.
- Good command of English both speaking and writing. Other language skills would be viewed with favor.
- Acts in a professional and ethical manner at all times.
- Is a team player with good people skills.
- Has the ability to work under pressure, cope with competing demands and prioritized tasks.

SALARY

Salary and benefits will be commensurate with experience.

TO APPLY: Interested applicants should submit their CV along with supporting certificates to our office or by email: hr@limgroup.com.kh , no later than 20th August 2026. Only shortlisted candidates will be contacted for interview.