



Job Announcement

ATS is the one of the leading and fastest growing company in Cambodia designing, manufacturing and proposing energy distribution solution meeting the specific needs of the industry, infrastructures, energy, building and transportation markets. Our product portfolio includes: Low and Medium Voltage switchboards (OEM), Busways, Distribution transformers, Automation, monitoring and Control Command, Power electronics, energy conversion, electrical solution for HVAC and professional lighting.

To cope with the quick growth of our companies, we are looking for the following candidate:

Position: Service Engineering Administration

Report to: Electrical Engineering Service Manager

Report from: Customer

Location: Phnom Penh

Responsibilities:

- Build and keep up to date the Service Engineering sales pipeline, getting relevant information from our engineers, but also from ATS customers
- Manage service engineering tools and metering equipment, ensuring they remain in good condition and replacing them when necessary
- Help the service engineers for project follow up, mainly coordinating with ATS factory and purchase department
- Create and provide technical documents and presentations on customer request
- Be responsible for communicating to the sales and marketing director the new projects coming in the company.
- Support issuance of new marketing documents, as per ATS customer demand

Requirements:

- Bachelor Degree in **Business Administration**. Or Degree in **Electrical** field would be a plus.
- At least 1 Years of experience in related field minimum
- Must be very **well-organized and possess a high level of administration ability** to effectively manage paperwork and tasks.

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- Must be **fluent in MS Office**, esp Excel and powerpoint ,Email...
- Ability good level of English (spoken, read, written)

Interested candidates should submit a cover letter and comprehensive Resume to the following email:
human-ressources@ats.com.kh & e-mail@ats.com.kh

All submission documents cannot exceed 1 MB, otherwise candidate will be dismissed.
Only short listed candidates will be contacted.

Deadline: Open

Contact Information: Ms. Chhun Rathana, Tel: 070 555 118

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