



# Hello from Friends-International

## We're looking for

# ADMINISTRATIVE VOLUNTEER/INTERN

Looking for an opportunity to apply your admin skills and build a strong foundation for your future career?

If you answered 'yes', then you may just be the person we need.

### WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

### THE ROLE

As the **Administrative Volunteer**, you will support the Administrative Officer in ensuring smooth office operations by:

- Organize and maintain office files and documents (physical and digital)
- Keep storage spaces organized and update supplier database.
- Supporting asset management by tracking office equipment and ensuring records are updated
- Assist with drafting and translating administrative letters and documents (English ↔ Khmer), including correspondence with government authorities.

### Does this describe you?

- A dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- Organized, proactive, and detail-oriented.
- Studying or graduated in Administration or related field.
- Skilled in Microsoft Office and email communication.
- Native Khmer speaker with good English skills.
- Based in Phnom Penh and available to volunteer for at least 3 months.

Sounds good!/? Great! Please email your CV with your Cover Letter now to [hr@friends-international.org](mailto:hr@friends-international.org) and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

*Friends team*