



# Job Announcement

**Mega Leasing Plc.** a financial leasing company was founded in 2013 and was officially granted license from the National Bank of Cambodia in January 2014. Mega Leasing Plc. provides consuming leasing and business leasing services, which include car, motorbike, bicycle, electronic equipment, household appliances, furniture, agricultural equipment and machinery product. Currently, the company has operations in Phnom Penh, Kampong Cham, Tboung Khmum, Siem Reap, Battambang, Banteay Meanchey and Sihanouk Ville.

**Position:** IT Support Officer  
**Location:** Head office, Phnom Penh  
**# Required:** 01

## MAJOR RESPONSIBILITIES

- Responsible for end-user's computer issues and general IT technical supports
- Manages computer operations, basic networking, user helpdesk, and user computer training.
- Maintain Computer hardware and software such as servers, printers, finger print, and network devices.
- Prepare and maintain loan area network (LAN) and wide area network (WAN) infrastructure and process documentation.
- Ensure connectivity of the File Servers, clients and network printers run smooth.
- Configure and manage Email Accounts
- Provide technical support for implementing LAN/WAN in the Head & Branch offices.
- Setup, implement and maintain virus and spy protection
- Perform other duties requested by Line Manager
- Weekly Report to Line Manager

## REQUIREMENTS:

- Bachelor degree in Computer Science or Related fields
- At least one year experience in technical support
- Good communication and interpersonal skills
- Willing to travel to province
- Understanding programming skill is preferable
- Good written and spoken English
- Honest, commitment and flexible

Interested applicants should submit CV, cover letter, and photocopies of relevant formal education certificates and personal document such as citizen ID card/birth certificate and family/staying book to HR department in Mega Leasing Plc address #67, Street 125, Sangkat Veal Vong, Khan 7Makara, Phnom Penh, or by email: [recruitment@megaleasing.com.kh](mailto:recruitment@megaleasing.com.kh) and Tel: **069 522 522/ 069 364 666/ 069 644 888**.

Only short listed candidates will be notified. Applications and CVs will not be returned. *Mega Leasing Plc. will provide the competitive salary, regularly merit increase based on performance plus other benefits such as Khmer New Year and Pchum Ben Bonus, annual team bonus, provident fund, incentives, accident insurance for 24 hours, hospitalization claims, public holiday & other leaves and benefits based on the Cambodian Labor Law.*