

Job Vacancy Receptionist and Cashier

The **Receptionist and Cashier** is responsible for providing general day-to-day admin and reception support to the clinic, including ensuring positive customer experiences, accurate record management and assisting the Centre Manager with clinic administration responsibilities. This role requires strong team work and also plays an important part in ensuring the success of the clinic.

Job Title:	Location:	Reporting to:	Probationary Period:
Receptionist and Cashier	MSIC's Clinics – Takhmao	Centre Manager	3 months

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance**.

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values**:

Mission Driven

Client Centred

Accountable

Courageous

Key Responsibilities

- Welcome clients to the clinic in a non-judgmental and friendly way.
- Provide quality services to clients at all times in a professional manner, with respect, patience and kindness.
- Ensure all equipment is handled correctly and report the line manager once If any maintain is needed. (all office equipment for receptionist/cashier only)
- Promptly distribute mail and documents to staff.
- Daily data entry of client visit information accurately entered into the CLIC system.
- Produce end of shift reconciliation report of the data from the CLIC system.
- Extract relevant reports from CLIC and submit to Center Manager and/or Head Office as requested.
- Check each client's prescription and compare with the records in CLIC to ensure the accuracy of the prescription provided.
- Manage and reconcile petty cash to ensure there is enough cash on site for miscellaneous expenses that occur in clinic.
- Ensure all cash is kept in a locked box in the safe, which is locked at all times. Ensure the cash is deposited regularly into the bank.
- Issue official receipts for all service payments.
- Summit expenses and income report to the Finance Department at Head Office monthly.
- Ensure strong team work and willingness to assist clinic team members in any task, even if not specifically written in this framework.
- Promote Marie Stopes in a positive way to external parties in the community.
- Uphold all Marie Stopes policies including Anti-Fraud and Bribery and Child Protection.
- Uphold all Marie Stopes core values and lead by example.
- Perform other duties as requested by the Centre Manager.

Qualifications/Skills and Experience:

- A Bachelor in a relevant field
- At least 2 years' experience in a reception/admin role
- Demonstrated understanding of managing day to day administration activities
- Approachable with strong interpersonal & listening skills
- English (written and spoken) is desirable
- Highly developed communication skills
- Honesty and excellent interpersonal and team work skills
- Strong supporter of sexual reproductive health rights for all men/women, including abortion services.
- Team Player
- The highest levels of integrity, strong ethical sense

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

A competitive national salary will be offered to the successful candidate.

We are committed to Child Safeguarding and Protection from Sexual Exploitation and Abuse. Please note, appointment to this position is subject to the outcome of background checks. We are an equal opportunity employer and women are strongly encouraged to apply.

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter) to hrd@mariestopes.org.kh or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: Phnom Penh Centre, Building F, 1st Floor, Sothearos Boulevard, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Tel: 023 994 082/083.**

Only short-listed candidates will be contacted. Closing date for applications is **Wednesday 18/June/2019.**