

# riverorchid

bangkok hanoi ho chi minh phnom penh singapore vientiane yongon

April 01, 2015

Private & Confidential

Mr. PISEY CHEA

## **RE: EMPLOYMENT CONTRACT.**

Dear Pisey,

We are pleased to offer your employment in the company on the following terms and conditions:

**Position:** Senior Account Manager

**Reporting:** You will report to the group account director or managing director or appointed person by the Managing Director.

**Date of commencement:** 03 December, 2012

### **Conditions**

Your basic salary will be US\$1,200.00 (One Thousand and two hundred US Dollars only) with a US\$10.00 (US Dollar Ten only) phone allowance in the form of a top-up card.

A separate contract will cover the further details of your possible permanent status with the Agency.

### **Working Hours**

You will be required to work such hours as are necessary to fulfill the full scope of your position and in accordance with the Company's work rules. Normal working days are: Monday to Friday 8:30 am to 5:30 PM with lunch break during 12:00 to 13:30 PM.

The company may vary the working hours depending on the urgencies of the situation based on clients' requirements.

**Public Holidays:** The company will observe all public holidays as announced by the Government of Cambodia.

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## **Sick and Vacation Leave**

Sick leave is allowed for 18 days per annual.

## **Duties and responsibilities**

Your position will require you to be responsible for designated accounts in the Client Service department currently identified as, but not limited to, Huotraco International Limited (HIL), SC Johnson, Western Union and other accounts. You may also be asked to provide support for new business projects and perform any other duty directed by the Group Account Director / Managing Director.

You will liaise with the clients, need to be sufficiently aware of the client's needs and desires that will be instructed to you and should get approval from the clients on our recommendations. Your supervisor may put you to the task to develop your skill in client servicing for both ATL and BTL work, as the brand requires. You will be expected to provide quality control, deadline management and observe strict brand guideline disciplines for all clients' brands. Additionally, you are expected to proactively monitor competitive creative movements and provide sound recommendations to your supervisor on a regular basis.

You will be given a specific set of objectives to meet during this temporary period. These objectives will then be reviewed at the end of this contract to determine your permanence or otherwise. Should you be made permanent, you and your supervisor will re-discuss and agree on your objectives.

## **Your key tasks:**

- a. Ensure that all projects handed over run smoothly and observes timelines – both internally and externally
- b. Observe and adhere to Agency processes, especially issuing proper briefs to Creatives, Activation or Media
- c. Interprets Client briefs and translates into a clear, workable document for Agency team Writes/ presents Agency Points of View, proposals based on directions given by supervisors and/or Clients
- d. Gets clarity on Client's issues and translates these into relevant information for briefings with Agency team
- e. Ensures that all creative work is based on the brief and exercises good creative judgment of the work
- f. Ensures timely submissions of all internal and external documents such as contact reports (within 24hours of the meeting/ discussion), WIPs (weekly basis), PE's (to Finance immediately upon receipt from Client)
- g. Ensures that every key correspondence is properly documented
- h. Prepares PE's based on rate card or historical information, securing his/her supervisor's agreement prior to sending to Client for approval

## **Work Ethic**

You will faithfully and diligently serve riverorchid Cambodia, and shall devote all your time and attendance to the company's business. You will not directly or indirectly work for payment or volunteer basis for any

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person, persons or company or engaged to other business activities without written consent from the General Manager.

## Termination of employment

- A. Whilst on this temporary arrangement, termination will be immediate. On confirmation as a permanent employee, either party can give 30 days notice or payment in lieu of notice.
- B. Temporary or Permanent employment with other company. Your service will be terminated without compensation when it is brought to the attention of the company that you are engaged in employment whether temporary or permanently with another company.
- C. Conviction in a Court of Law. Your service will be terminated without compensation when you are convicted in a court of law for offence under the Laws of Cambodia.
- D. Unsatisfactory Job Performance.
- E. When you are declared by the medical authorities that you are physically unfit to work by reason of health or mind.

## Non-competitive Clause

If you resigned and/or are terminated from riverorchid Cambodia pte ltd, you are not allowed to seek work at any company in Cambodia with competing business with our company for 3 (three) months.

If you are agreeable to the terms and conditions please sign your acceptance and return the signed copy to the company.

Yours faithfully

Christer Horn of Åminne  
Managing Director  
of riverorchid (Cambodia) pte., ltd.

Employee

Pisey Chea