On-Call IT Support & Google Workspace Administrator

American Chamber of Commerce in Cambodia (AmCham Cambodia) – freelance, ad hoc

Engagement: Freelance, on call. Paid by the hour or by the job. Not a staff position.
Location: Phnom Penh. Some work is remote; PC, network and event work is on site at our office near Wat Phnom or at event venues.
Typical load: A few hours a month, with occasional larger jobs such as setting up a new laptop or supporting an event.

What we need

AmCham Cambodia is a six-person office that runs on Google Workspace and a small Windows network. We are looking for one reliable person we can call when something needs doing, rather than a full-time or part-time employee.

Google Workspace administration

- Create, change and close user accounts; manage Google Groups, shared drives and Google Sites.
- Keep security settings in order: 2-step verification, access policies, sharing rules, admin console hygiene.
- Help us build and maintain a standard Group, Drive and Site set-up for each of our committees and governance bodies.
- Mail routing, aliases and the occasional migration or clean-up.

PCs and office network

- Wipe and reinstall Windows, set up new machines, install and license software, migrate user data.
- Troubleshoot laptops, printers and the office scanner, and keep drivers and updates current.
- Look after the router, Wi-Fi and network storage, and leave a short written record of what you changed.

A plus: cameras and AV

- Setting up microphones, projectors, screens and video conferencing for meetings and hybrid events.
- Camera set-up and operation at events, and basic handling of the footage afterward.

Who we are looking for

- Three or more years in IT support. Hands-on Google Workspace admin console experience is essential; certification is a plus.
- Comfortable working in Khmer and English.

- Reachable on Telegram and able to respond within a working day; on site within a day or two for anything physical.
- Discreet with organizational data. You will have administrator access to our systems.
- Tidy: you document what you do and leave things better labeled than you found them.

How to apply

Send a short note on your experience, your hourly or per-job rate, and your usual availability to admin@amchamcambodia.net with the subject line "IT Support – [Your Name]". A CV or LinkedIn link is welcome but a few clear sentences are enough.