

## **RECRUITMENT**

### **Captive animal welfare administrative assistant**

Animals Asia is seeking a detail-oriented Administrative Assistant to support its Captive Wildlife Department in Vietnam.

As the captive animal welfare administrative assistant, you will provide administrative support to the Captive Wildlife Department Manager, attending and taking meeting minutes during key meetings with programme partners and supporting the department manager to undertake other administrative duties. You will also provide on-site translation support and document translation support to the elephant welfare advisor based in Yok Don National Park.

### **Responsibilities**

- Provide administrative support to the Captive Wildlife Department Manager, including but not limited to supporting the department manager to obtain provincial permissions for visiting technical experts, and liaising with the internal HR and finance teams to support human resource and financial procedures for the captive wildlife department staff and operations
- Attend and minute discussions during key stakeholder meetings
- Provide document translation support to the elephant welfare advisor
- Provide daily on-site translation support to the elephant welfare advisor
- Maintain positive working relationships with programme partner staff
- Organise administrative activities related to the project
- Contribute activities to the departmental working report
- Provide program background and working progress under request from other colleagues
- Ensure that interdepartmental and inter-personal relationships are positive, cohesive, and contribute to the overall mission of Animals Asia

- Develop and maintain effective working relationships regarding work procedures, employee relations and procurement related concerns
- Contribute to the on-going review, development and implementation of changes to improve the productivity and efficiency of Animals Asia
- Participate in staff training and performance and development appraisal process to assist in the achievement of Animals Asia objectives and mission
- Promote and advocate Animals Asia to the public
- Follow established Animals Asia procedures and policies.

## **Requirements**

- A university degree with at least three years of relevant work experience in a related field.
- At least 3 years experience of delivering administrative duties.
- Expertise in providing translation support
- Ability to work in Yok Don National Park.
- Ability to manage multiple tasks simultaneously, prioritize workload, and meet deadlines effectively.
- Excellent written and verbal communication skills in both Vietnamese and English, with the ability to communicate effectively with internal and external stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Strong attention to detail and accuracy in all administrative tasks, including data entry, document preparation, and record-keeping.

**Application process:** applications including a CV and a cover letter (in English) should be sent to [nhoang@animalsasia.org](mailto:nhoang@animalsasia.org) by 20 May, 2024.

For more information on the job description, please contact [nhoang@animalsasia.org](mailto:nhoang@animalsasia.org)

Shortlisted candidates will be contacted for an initial interview