



## **JOB DESCRIPTION**

<b>Position</b>	Administrative Assistant
<b>Team</b>	Compliance, Support Services
<b>Status</b>	Full time with flexible hours
<b>Location</b>	Hanoi
<b>Last updated</b>	June 2024

### **Job Purpose**

To provide support and administrative assistance that the Compliance team and Support Services Department need for efficiency in supporting Blue Dragon staff.

### **Job Context**

Blue Dragon Children's Foundation is on a mission to end human trafficking. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

Blue Dragon is a child-safe organisation, committed to the protection and care of children. We require all staff and volunteers to agree to and abide by our Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

### **Key Objectives**

- Uphold Blue Dragon's mission and values.
- Support the Compliance Expert to ensure Blue Dragon's policies and guidelines are current, relevant and easily understood by all.

- Ensure the Support Services administrative systems and support to staff is helpful, efficient and high quality.
- Ensure excellent staff services are provided at Blue Dragon.

### **Main Responsibilities**

The Administrative Assistant's responsibilities will be negotiated with the Compliance Expert and the Support Services Manager, include but not limited to:

#### ***Support Services:***

- Ensure all data for the Support Services department is input, including cars, building utilities, etc.
- Oversee safe and timely dispatch of organisation documents.
- Support teams to find suppliers meeting our requirements for different services.
- Work with Blue Dragon's Trusted Suppliers on contracts, services and procurement.
- Work with Blue Dragon's trusted suppliers on contracts, services and procurement.
- Ensure all office supplies are purchased and used efficiently.
- Manage the transport and travel booking system for the organisation, including liaising with suppliers and staff from booking through to payment.
- Provide support in purchasing required equipment across the organisation.
- Other tasks as assigned.

#### ***Compliance:***

- Translate policies/guidelines/documents from Vietnamese to English and vice versa.
- Manage policy/guidelines review schedule for all policies/guidelines, including review database, review reminders and support as needed.
- Ensure policy boxes have required updated policies and are managed well.
- Support senior management to develop, review, and update policy.
- Design, update design of new or reviewed policies/guidelines.
- Support admin work for Spot Check process.
- Other tasks as assigned.

### **Support**

The Administrative Assistant is supported by the Support Services Manager and the Compliance Expert.

### **Key selection criteria**

- Demonstrated commitment to Blue Dragon values.
- Fluent in both Vietnamese and English.

- Qualifications or equivalent experience in office administration, translation, or relevant field.
- Highly organised with an eye for detail, able to prioritise work, work under pressure and manage a high workload.
- Demonstrated experience in administration, translation and policy or guideline development.
- Willingness to work flexibly, including out of hours and on weekends when required. Excellent computer skills: Microsoft Word, Excel, emails and database management.
- Excellent interpersonal and communication skills.
- Highly responsible, reliable and proactive.
- Able to work as part of a multidisciplinary team.
- Willingness to learn and develop.

**Desirable but not essential**

- Excellent Adobe InDesign skill is an advantage.