



Join Us as a Procurement and Administrative Assistant!

Are you interested in supporting development projects in the procurement and administration functions?

Are you looking for a chance to work in an active working environment where you can build your skills/knowledge through dealing with various suppliers and contribute to a professional and international standard organization?

If so, we have the perfect opportunity for you!

About the role

The Procurement and Administrative Assistant is a member of the Program Support team who plays an important role in supporting the organization's operations and programmatic implementation efficiently and effectively. The role is responsible for procuring goods & services following CARE policies and donor regulations. She/he will also manage office tasks, coordinate schedules, and a range of administrative and logistic activities.

This position is based in Hanoi with some travel to the field when required.

Key Responsibilities

1. *PROCUREMENT (70% of time):*

- Receiving purchase requisitions and collaborating with requestors to clarify goods/services descriptions.
- Sending advertisements and/or requests for quotations to suppliers.
- Reviewing the summary bid analysis and engaging in negotiations to select suitable suppliers.
- Preparing forms and templates as required for supplier selection.
- Preparing and obtaining approval for contracts both offline and online.
- Coordinating with program staff and receivers to follow up on goods/services delivery.
- Managing payments including advances, accruals, final payments, and acquittals;
- Ensuring that all purchase requisition packages are stored in the shared drive and posted in the system.
- Supporting the orientation and training activities to the staff and project partners;
- Preparing procurement reports such as tracker reports, expenditure reports, and open purchase order reports.
- Providing information for audit preparation and policy reviews as required.

2. *GENERAL ADMINISTRATION AND LOGISTIC SUPPORT (15% of time)*

- Providing logistical arrangements for workshops, training, and meetings;
- Managing office service contracts and monthly payments;
- Supporting visitors and staff travel activities, including arranging taxi pick-ups/drop-offs to/from the airport and hotel bookings
- Overseeing office supplies including first aid;
- Overseeing office facility maintenance;

3. *FRONT DESK (10% of time)*

Supervise and ensure the front desk (reception) tasks are handled properly.

4. *OTHER RESPONSIBILITIES AS ASSIGNED (5% of time)*

Ideally, you will have:

- Minimum 1 year of relevant experience in business administration, supply chain management, especially purchasing/procurement function;
- Demonstrated experience in following standard policies, processes and best practices;
- Good communication and negotiation skills.
- Strong organizational and time-management skills.
- Proficiency in English and Microsoft Office.

Why you should apply:

- Ongoing career development
- A dynamic and innovative environment
- Supportive teams

Application Deadline: 5pm 30th August 2024

Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please click the Apply button and complete the online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your pdf file including a letter of interest and CV in English language before submitting.

Founded in 1945, CARE is a leading humanitarian organization fighting global poverty and providing lifesaving assistance in emergencies. In over 100 countries and territories around the world, CARE places special focus on working alongside poor women and girls because equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty.

CARE in Vietnam is a creative and dynamic organization working with Vietnamese and international partners since 1989 on over 300 projects. We recognize that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices contributing to the exclusion and vulnerability of particular groups in society. Our long-term program goal in Vietnam is that poor and marginalized ethnic minorities and urban people of all genders, particularly women, equitably benefit from development. To learn more, visit www.care.org.vn

"CARE in Vietnam (CVN) participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. CVN reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CVN requesting the information specified above."

CARE is an equal-opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.