

Administration Assistant (3 months November 2102 –January 2013, possibly extendable)

Overview of the position

The Administrative Assistant is expected to perform a variety of entry-level professional administrative duties as they relate to office administration operations, gradually increasing in level of difficulty and responsibility. The position involves assisting and supporting administration tasks, assisting with coordinating events and programs that are related to the organization and operational activities of human resources and administrative department.

- Assist office moving project
- Assist organizing occasional events e.g. Habitat Family Day
- Assist updating preferred vendor list and asset inventory
- Provide translation/ interpretation as needed
- Conduct other admin tasks as requested

Requirements

- Full skill practices and applications of Microsoft Word, Excel, Email, Power Point
- Final year or fresh graduated college/ university student, major in foreign languages (English is preferred)
- Passion and interest in coordination and organization work
- Good communication skills (both English and Vietnamese)
- Organized mind, orderly, detail & result focus, flexibility
- High sense of confidentiality
- Good customer service
- Availability to work full time during the designated 3 months in Ho Chi Minh office

How to Apply:

Please note that only short-listed applicants will be contacted. Given the necessity to fill this position as soon as possible, we may offer this post before the closing date (10 Nov, 2012); therefore candidates are urged to submit their application in a timely fashion to:

Human Resource Department

Habitat for Humanity Vietnam

Email: application@habitatvietnam.org