

## Vacancy announcement

MDF Training & Consultancy is an international agency with over 35 years of experience, a head office in the Netherlands and ten branches world-wide. We have a global network of qualified trainers and consultants and provide high-quality training and consultancy services in over 50 countries. We help to enhance the competencies of staff members, assist organisations to improve performances, maximise the impact of partnerships and networks and focus on sustainable results in projects and programmes. For more information about us, please visit our website: [www.mdf.nl](http://www.mdf.nl).

The branch office of MDF Asia (Vietnam Office) is seeking for a dynamic individual to strengthen our lively team in order to fill the position of:

### **Temporary Administration and Marketing Assistant**

*(6 months term contract)*

#### **Tasks and responsibilities:**

- Administrative activities to ensure a smooth daily operation of MDF office;
- Provide logistical support before and during the training courses for participants and trainers;
- Customer services duties including course registration and support of clients before and during training;
- Marketing duties, such as developing and updating the client database, maintaining client relationship, promoting courses on various media channels, telesales, and targeted marketing actions and business development activities;
- Petty cash management.

#### **Qualifications of candidates:**

- Excellent command of English (speaking and writing);
- Bachelor degree in a relevant field (marketing/ sale and client relations)
- At least 2 years of relevant experience in office management, marketing and customer services in an international organisation;
- Excellent communication and interpersonal skills;
- Able to set priorities and manage time well;
- Able to work independently and in team;

- Proactive and enthusiastic.

**Expected starting date:** As soon as possible

**Benefits:** Good salary, international working environment, 10 leave days, and other social insurance, health insurance in accordance with Vietnam labour laws.

**Expected starting date:** As soon as possible

**Interested candidates are invited to send their CV's and a motivation letter, by e-mail only,**

**to:** MDF Asia, Vietnam office; Email: [mdfic@mdf.nl](mailto:mdfic@mdf.nl); Tel.: 024 62584438

Deadline for applications: **05 Mar 2019**

Please note that only short listed candidates will be notified.