



<b>Position:</b>	Admin Officer - AO
<b>Department/Project/Country:</b>	HD dept./Capacity building/Vietnam
<b>Last revised:</b>	13.10.2014
<b>Project number:</b>	24399000
<b>Immediate Superior:</b>	HR - Admin Manager (HRAM)
<b>Shall report to:</b>	HR - Admin Manager (HRAM) and Finance Manager (FM)

**Responsibilities:** The Administrative Officer will assist the HRA Manager in matters related to the general operation of NPA Hanoi Office and support to field offices, in line with all current NPA policies and procedures.

*Administration*

- Oversee the reception office operation of NPA HN office, supervising intern to handle all incoming/outgoing telephone calls, faxes, letters, postal packages...etc
- With the assistance from intern, be responsible for general office coordination, including but not limited to maintaining office calendar for meetings and work flow, coordinating office car schedule, supervising housekeeping service
- Compile, transcribe and distribute minutes of meeting
- Provide interpretation to NPA expats and visitors and translation of office documents as required
- Ensure proper office supplies, maintenance of office equipment for NPA HN office
- Book and coordinate travel arrangement for NPA expats, visitors (including but not limit to visas, air-tickets, accommodation and other arrangements)
- Prepare paperwork and applying for NPA expats' work permit, visa, resident card
- Organize shipment and assist in settling in or departure for NPA expats and family
- Organize meetings, trainings and events for NPA National Office and NPA event national wide
- General secretarial work as typing, drafting documents, filing (both soft and hard files)
- Do some background research as required
- Assist logistic officer in logistics matters including but not limited to getting quotations for office equipment/furniture/supplies procurement, checking inventory, coding assets, ensuring car logbook/services recorded ...

*Finance*

- Management of NPA Hanoi Office Petty Cash
- Perform weekly and monthly cash count for NPA Hanoi Office
- Cooperate with Finance officer and make necessary weekly and monthly cash book report as required by Finance Manager

**Perform other tasks and duties that may be assigned by HRAM and FM**

**Required qualifications:**

- BA in English
- At least two (2) year working experience in administration for INGOs or international organization
- Sound interpersonal & communication skills
- Computer literacy
- A proactive and critical thinker
- Good sense of keeping track jobs to be done and keen on following up until jobs done well
- A good team player as well as an independent worker
- Familiar with multi-cultural working environment