



JOB ANNOUNCEMENT  
POST: CRAFT LINK's EXPORT SUPERVISOR

Craft Link is a Vietnamese not-for-profit, Fair trade organization which helps Ethnic minority groups, disadvantaged people and traditional craft producers to revive their culture and improve their livelihoods through handicraft production and marketing.

Craft Link is currently looking for a qualified Vietnamese to fill in Export Supervisor position (Long term).

**Duty station:** This position will be based in Hanoi.

**Qualifications Requirement:**

Female candidates, aged 25-45

**Education:** Graduated from Foreign Trade University (Official, priority in Foreign Trade Economics)

**Expertise:**

- Knowledge of foreign trade: international trade standards, international payment, international Logistic ...
- Understanding of laws related to international trade, international payment, international Logistic...

**Advanced skills:**

- Foreign language skills: English fluent in 4 skills (Minimum equivalent of IELTS 6.5)
- Good e-commerce trading skills / Proficient use of Microsoft, Word, Excel, Powerpoint software, photo editing ...
- Skills of calculating, analyzing, synthesizing and reporting ...

**Additional skills:**

- Communication skills, persuasive
- Teamwork skill
- Risk management skills
- Skills to build and develop relationships

**Working Experience:** Minimum 2 years of experience in the field of export (Priority is especially given to candidates with knowledge and understanding of handicrafts and gift items)

**Quality:**

- Cooperation, progress, respect
- Honest, responsible for work
- Be sociable with people of different cultures.

Short-listed candidates will be contacted by CRAFT LINK for interview. Please send your application (CV, Letter of application and other related docs) to:

CRAFT LINK

51 Van Mieu, Hanoi.

Attn: Finance - Human Resource Department

Tel: 024 37336101 ext 10 or 14

Email: [craftlink@fpt.vn](mailto:craftlink@fpt.vn)

Deadline for application: May 16th, 2019