



USAID REDUCING POLLUTION PROJECT

Hanoi, December 16, 2022

RECRUIT

Receptionist

1. BACKGROUND

In support of Vietnam's efforts to address environmental pollution challenges, the five-year USAID Reducing Pollution Activity fosters locally-driven initiatives and facilitates the capacity for local actors/networks to address environmental pollution challenges using a collective impact approach. Collective impact addresses complex challenges by mobilizing diverse actors to collaborate, identify ways to solve a shared problem and take action based on their roles and comparative advantages. The Activity demonstrates clear connections between environmental benefits and other social benefits, including public health, employment, and sustainable economic growth.

Through this Activity, USAID expects to attain the following results:

- Strengthened networks of local organizations, government, private sector, and academic institutions working together to prevent, mitigate, and/or reduce environmental pollution; and
- Increased capacity of stakeholders to generate, share and use pollution data to support policy/implementation solutions for locally-determined environmental pollution challenges.

2. POSITION DESCRIPTION

The Receptionist will serve as the face of the USAID Reducing Pollution Activity office by welcoming visitors and providing reception support. S/he will also support the Activity team with administrative and logistics tasks.

S/he will be based in Hanoi.

3. RESPONSIBILITIES

The Receptionist will perform the following tasks:

- Act as a phone operator and welcome guests to the office, ensuring good order in the front office
- Manage the visit log to ensure proper registration of guests
- Be responsible for all incoming correspondence, ensuring timeliness and efficiency:

- ✓ Receiving correspondence, making copies of incoming correspondence for files and concerned staff members
- ✓ Ensuring that correspondence is promptly delivered to those concerned
- Be responsible for all outgoing correspondence:
 - ✓ Assigning a reference number
 - ✓ Labeling the address, and making a copy for the outgoing file
 - ✓ Ensuring that all express mail is promptly sent out
- Monitor daily operation and use of the meeting rooms; arrange equipment for meetings as requested by team members
- Assist in the management of office fixed assets:
 - ✓ Manage and regularly update the asset filing system and assets lists to ensure that the asset lists are accurate
 - ✓ Ensure that all equipment and furniture are labeled within 02 days: from the date of purchase
 - ✓ Ensure that all staff members sign the equipment record asset assignment forms and the form is updated if there is any change
 - ✓ Coordinate with admin to do inventory checks at the end of every June and December
- Assist with procurement, logistical/travel arrangements, and organization of workshops, conferences, and program events.
- Responsible for small purchases such as stationery, office supplies, air tickets that are in line with WI's policy and requirements.
- Manage taxi cards and receipts.
- Track staff leave records and send them to staff on a regular basis.
- Act as timesheet keeper for the office; remind staff to submit timesheets on time.
- Update the contact list of Activity staff, partners, government organizations, and other key partners on a regular basis.
- Maintains template and information for the printing of business cards.
- Organizes and maintains a filing system for administrative-related files.
- Take notes and draft minutes of staff meetings when requested.
- Carry out other tasks that may be required by the Chief of Party and Finance & Operations Director as assigned.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree, Diploma or similar qualification from a recognized clerical college
- At least 2 years of professional working experience in administrative/secretarial work; experience with USAID project is preferable
- Excellent communication skills
- Good organizational skills
- Dynamic, self-motivated, willing to learn, service-oriented and able to work under pressure
- Strong interpersonal skills and ability to work well in a team setting
- Creativity and enthusiasm to tackle new challenges
- Passion for the environment and natural resource protection

- Excellent proficiency in written and spoken English
- Fluency in Vietnamese
- Professional use of relevant computer programs (e.g. MS Office, MS Word, MS Excel)

5. SUPERVISOR

The Receptionist reports to Finance and Operations Director.

6. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address: vietnamjobs@winrock.org with subject line of **“Your full name – Receptionist”** **no later than January 3rd, 2023**

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are short listed will be contacted.