

Job description – **Administrative Assistant**

Job code:	26052301	Location:	Ho Chi Minh City
Job category:	Operations	Regional office:	HCMC
Job level:	Assistant	Direct report:	HCMC Office Lead cum Southern Research Leader
Type of work:	Fulltime	Dotted-line reporting:	Operations Manager
Duration:	until 31/12/2023 with possibility of extension	Tentative start date:	July 2023

Organisation: Woolcock Institute of Medical Research

The Woolcock Institute of Medical Research is affiliated with the University of Sydney in Australia and is recognized as one of the leading research institutions for respiratory diseases and sleep disorders. Operating in Vietnam since 2009, we have undertaken large operational, epidemiological, and clinical research projects and run training in epidemiological and operational research methods for Vietnamese doctors and public health workers. The Woolcock Institute has four research centres and offices in Ha Noi, Ho Chi Minh City, Ca Mau, and Can Tho. Currently, we directly employ about 90 full-time staff and coordinate multiple study projects within lung health management and treatment across provinces. We also expand research activity to other fields including antimicrobial resistance.

For more information about us, please visit:

Woolcock Institute of Medical Research in Sydney, Australia: www.woolcock.org.au

Woolcock Institute of Medical Research in Vietnam: www.woolcockvietnam.org

Roles:

Responsible for the day-to-day general administration of the Ho Chi Minh office, supporting the research teams and operation activities in Ho Chi Minh City office, assisting various research projects being conducted in Ho Chi Minh City.

Duties and Responsibilities:

- Function as receptionist, answer phone calls and greet visitors;
- Manage ingoing and outgoing mailings, maintain office contact list;
- Scheduling meetings and maintaining an in-out roster and overall office calendar;
- Assist with the coordination of meetings, workshops, seminars, conferences and events for office, staff and counterparts;

- Assist with visa application, travel arrangements, accommodation, general translation, advice of local information for visitors and working partners;
- Assist with application and submission to collect approval from local authorities or local partners for visitors visiting and working at sites;
- Manage communications with service providers to ensure quality and continuity of services for HCMC office (internet, staff amenities, office supplies, social functions,...)
- Ensure that all office equipment e.g. telephones, air conditioners, photocopier, fax, printer, etc. are maintained in good condition regularly;
- Managing the petty cash register and monthly reconciliations;
- Assist with procurement of equipment, supplies and consumables, track the records of procurement; regularly update the list of vendors and suppliers;
- Collect invoices from vendors and prepare supporting documents to submit to accountant for payment;
- Assist with asset management and inventory tasks, regularly update the assets register, conduct periodic inventory check and prepare inventory report for HCM office;
- Maintain a strong administrative filing system and manage filing the administrative documents in both hard and electronic form;
- Support in the translation of general and research documents;
- Supervising the Office Cleaner;
- Assist with taxation, social insurance and trade union procedures under the instruction and management of HR & Operations Manager and Accountant;
- Other tasks as assigned by the HCMC Office Lead.

Key attributes:

- University degree in administration or finance or other relevant areas is preferred
- Preferably at least 1 years of experience in administrative/finance work
- Highly motivated, willing to learn, good team work, service-oriented and able to work under high pressure and within a limited time frame;
- Professional use of personal computer utilizing word processing, spreadsheet software programs (e.g. MS Office, MS Word, MS Excel)
- Excellent communication skills
- Good written and spoken English skills
- Ability to focus and pay attention to details

Applications:

For interested applicants, please send a cover letter together with a CV (with the name and contact details of at least three senior referees) in English or Vietnamese and scanned copies of your related degrees, no later than **16/06/2023** by submitting the application form in the link as follows: <http://bit.ly/woolcockhiring>

We regret that only short-listed candidates will be contacted for interviews. Review of applications will start as soon as possible and continue until **16/06/2023**, or until the post is filled, whichever is earlier.