****

**ADMIN/LOGISTIC OFFICER – HCM OFFICE**

**Salary from $600 per month + Benefits**

***(4 months contract)***

CARE is an international humanitarian organization, with a vision of empowering women and girls to fight poverty and bring lasting change to their communities. We work in over 80 countries around the world. We work with partners to achieve lasting results for marginalized communities.

CARE in Vietnam works innovatively with national partners focusing on remote ethnic minority women and socially marginalized people. We are looking for an Admin/Logistic Officer to join our team based in Ho Chi Minh (HCM) office.

The Admin/Logistic Officer will provide support on administration, logistics, safety & security and procurement to the CARE HCMC office and southern projects as required. She also ensures that the office is managed effectively and according to CARE procedures and regulations.

The main duties are:

* **Admin and Logistic support:**
* Receptions works (answer telephone, welcome guest, control email inward and outgoing, faxes…)
* Logistic works (arrange meeting, travel/hotel booking, car rental and payment...),
* IT management in HCM office
* E-filling, stationary controlling, orientation for new comers, Human Resource support, translation…
* **Ensure Safety & Security (S&S) in HCM office:** Checking extinguishers, first aid kits, and smoke alarm in office, S&S report…
* **Be Procurement & Asset Focal Point in HCM office**, include: prepare contract good & service, management of HCM Office assets and inventory.
* **Cashier duties**: Keep Office cash, daily cash custodian and check at weekend, advance for office expenditure…..
* **Be Emergency Response team member**: support logistic & procurement when having Emergency distribution

**Required qualifications:**

* Relevant Degree in Administrative
* Minimum 3-5 years of work experience as administration officer, preferably in the NGO.
* Proficient in MS Office applications (Word, Excel, Internet Explorer, MS Outlook, PowerPoint)
* Good inter-personal skills
* Fluent in written and spoken English.

In return for your commitment you will benefit from ongoing professional development fostered within an innovative and forward thinking environment, plus a comprehensive benefits package.

To apply for this rewarding opportunity please email your cover letter and CV in English to **hr@care.org.vn** **before 27 March 2014**, quoting ‘Admin/Logistic Officer” as the subject of the email. Only successful candidates will be contacted for interview.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply

CARE is committed to protecting the rights of children. CARE reserves the right to conduct screening procedures to ensure a child safe environment