

CATHOLIC RELIEF SERVICES SCOPE OF WORKS

Administration Intern

Catholic Relief Services (CRS) is a US non-governmental organization that has been operating in Vietnam for nearly 20 years. CRS projects assist local counterparts to build capacity in the areas of Education, Health, Disaster Risk Reduction and emergency preparedness and response.

CRS is looking for an Administrative Intern for our Representative office in Hanoi. Selected intern will provide administrative support to the team for period from 03 to 06 months.

Specific Responsibilities:

- Support in rearranging and updating filing system.
- Provide logistical support in the organization of trainings, workshops, meeting and field trips etc.
- Update suppliers and consultants database
- Assist in recruitment process
- Assist in assets disposal and donation process.
- Assist in updating and labelling assets for the new office.
- Perform others administrative tasks as requested.

Requirements

- University degree
- Good organizing skills and communication skills (English and Vietnamese)
- Good team spirit and enthusiasm

Interested applicants please send a cover letter and a CV in English to:

Tran Thi Thu Hang

CRS, No.1, alley 7, Nguyen Hong Street, Hanoi or E-mail: hang.tran@crs.org

Application deadline:

31 December 2014