

# Logistic Officer

SNV Vietnam is looking for a Logistic Officer, based in Hanoi, Vietnam (short term employment contract)

SNV has been working in Vietnam since 1995. Using market based approaches, SNV is committed to reducing poverty by catalyzing environmentally sustainable solutions for the poor in agriculture, energy, water & sanitation, and REDD+(Reducing Emissions from Deforestation and Forest Degradation).

We are seeking for highly qualified national candidate to provide daily efficient logistic services to the country office in Hanoi and project offices in provinces.

## Responsibilities

- Arrange efficient accommodations for workshops, client meetings and trainings and also long term accommodations for expat personnel
- Submit and arrange formal documents (eg. visa, custom clearance, etc.)
- Responsible for travel arrangements including tickets, transport of personal belongings, utilities and ensure payment, using the standard suppliers
- Up to date oversight on inventory and provision of working equipment to the staff, assets and means of transport, and the relevant contracts and leases
- Organize office equipment and stationary procurements
- Ensure maintenance of office, utilities and other properties, coordinate repairs and ensure comfortable and functioning facilities fit for purpose
- Coordinate activities and distribute work over the driver and cleaning staff at country office and drivers at project offices in the provinces

## Candidate profile

- Vietnamese citizen
- University degree
- At least 3 years of relevant experience at international organisations
- Knowledgeable in logistic services
- Initiative and creativity in solving problems; ability to work well under pressure
- Good organizing skills and communication skills (English and Vietnamese)
- Good team spirit and enthusiasm
- Good computer skills in MS-applications (Word, Excel, Internet, Email), some basic knowledge in ICT

Contract Duration: SNV Vietnam offers four months employment contract.

Desired start date: ideally in April 2015

**How to apply?**

Please send your application letter and CV, together with an indication of your current salary and compensation package, to [tosnvvietnamjobs@snvworld.org](mailto:tosnvvietnamjobs@snvworld.org) by 30th January 2015.

For more information on SNV, please refer to our website: [www.snvworld.org](http://www.snvworld.org)

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