

Office Manager

About ENV

Education for Nature-Vietnam (ENV) was established in 2000 as Vietnam's first non-governmental organization focused on conservation of nature and the environment. Our mission is to foster greater understanding amongst the Vietnamese public about environmental issues of local, national and global significance, ranging from protection of wildlife and natural ecosystems to climate change. We employ creative and innovative strategies to influence attitudes and behavior, not only highlighting the need to protect Vietnam's rich natural heritage and the living world around us, but also encouraging greater public participation in achieving this important and challenging task.

For more details about what we do, visit our website:

English language: www.envvietnam.org

Vietnamese language: www.thiennhien.org

Positions available

ENV is looking for an Office Manager who is responsible for all financial & administrative aspects of ENV operations as described below. The Office Manager reports to the ENV Management Board and has supervisory responsibility over one staff member, a part-time accountant and a part-time office cleaner.

Main duty station: Hanoi

Main responsibilities

1. Human Resources

- Maintain and manage up to date personnel files on all ENV staffs
- Responsible for recruitment process
- Maintain accurate attendance records for all ENV staff
- Training new staffs on ENV policy & finance procedures
- Take care of staff benefit

2. Finances & payroll

- Produce Monthly ENV Receipt Processing System.
- Produce Monthly Expenses Balance Report
- Produce monthly payroll
- Responsible for ENV's bank on matters relating to operation of ENV accounts

- Manage payment of all relevant income and social insurance and all kind of tax on a timely basis as required in accordance with the law.
- Manage contracts & payment record.
- Produce donors' financial report as assigned

3. Administrative system

- Maintain and update the ENV non-computer equipment inventory monthly
- Manage ENV computer inventory list & maintenance record
- Maintain ENV office filing system

4. Reception & Maintenance

- Supervise one staff member responsible for receptionist and basic administrative duties at ENV.
- Supervise one staff member responsible for managing ENV publications

5. Communications

- Communicate clearly and regularly with ENV Management Board on issues concerning your work
- Provide direct recommendations to ENV Management Board on improvements that can be made in relation to the administrative operations of ENV.

6. Reporting

- Produce monthly department report and ENV master report
- Others as assigned by ENV Management Board

Requirements

- Female
- Vietnamese
- University degree required
- Strong administrative and management experiences required
- Basic accounting or skills dealing with finances
- Ability to pay attention to details and carry out work accurately meeting high quality standards

- Fluent verbal and written English
- Excellent communications skills and an ability to communicate and work with others
- Computer literacy: Word, Excel, Internet. Quick books preferred.
- Ability to work independently, take initiative, and pay close attention to details

Benefits and terms

- Attractive salary
- Long-term contract
- Mixed English-speaking environment
- Challenging job in a dynamic and supportive team

HOW TO APPLY?

Interested candidates are invited to send your application form in ENV template by EMAIL before February 6, 2015.

The ENV application form can be found at:

http://envietnam.org/library/Others/ENV_application_form_Feb_22_2012.doc

For further information, please contact:

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Administrative Manager

Education for Nature - Vietnam (ENV)

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Note:

* Your applications will be treated on "First come, first serve" basis.

* Only short-listed candidates will be notified for written test & interview