

Admin-Finance Assistant

Do you want to work in a young, creative and dynamic non-government organization?

Do you wish to contribute to education and sustainable development in Vietnam?

If yes, the Centre of Live and Learn for Environment and Community is looking for suitable candidates to fill in the position of Admin-Finance Assistant.

In Vietnam, Live & Learn is recognized as one of the most active non-profit organizations, especially in poverty reduction, sustainable development, community mobilization and cross cutting partnerships. Live & Learn is a member of the global network of Live & Learn Environmental Education (www.livelearn.org), with solid experience in community-based sustainable development and environmental education in Asia-Pacific.

JOB DESCRIPTION

I. Admin Assistant:

- Support with daily admin management, including but not limited to establishing internal information system (e.g. library, office files, incoming mails/papers, contacts, etc.); designing and facility maintenance.
- Maintain full and normal operation of office equipment.
- Draft service contracts for service providers and prepare required documents to be attached with.
- Help arrange travel, accommodation and services for field trips.
- Arrange visa and accommodation for foreign visitors/consultants as they come and work in Live & Learn office.
- Help project officers make working plans and arrange meetings.
- Assist other employees when available.

II. Finance Assistant:

- Document and arrange projects/organization documents and financial papers.
- Deal with external partners (banks, tax department, donors, etc.) about the organization's financial-accounting matters.
- Deliver financial guidelines to all employees, monitor and ensure precise execution.
- Other finance-related tasks as required by Accountant and Human Resources Managers.

Job requirements:

- Proficiency in English.
- Good computer applications (Word, Excel, Power point).

- Have ability to Work under pressure careful, thoughtful willing to study
- Graduate in Accounting/Administration major or have experience in this field is an advantage.

Opportunity:

- Get basic skills and experience when working with Administrative procedure.
- Take part in some events (internal training, conference, etc.)
- Have the opportunity to practice English with Vietnamese youth and foreigners.
- Have the opportunity to get experience and develop themselves in other fields.

If you are interested, please email a Cover Letter stating why you are suitable for this position, together with your CV (English CV is recommended) to address:

Live and learn Environmental Education
Number 24, Kien truc Phong canh Village, Lane 45A, Vong Thi, Tay Ho, Ha Noi.

Or send to email: office.vn@livelearn.org

Deadline: 10/09/2015 (Prefer to submit earlier)

Note:

In the email title, please specify your position you are applying (Ex: ADMIN-FINANCE ASSISTANT-Your name)

Only contact with selected candidates, do not return the application.