

Administration Officer

Job Title: Administration Officer (AO)

Reports To: Country Finance Manager (CFM)

Department/Group: Finance and Administration

Location: Hanoi

Background: The Wildlife Conservation Society (WCS) is a non-profit, tax-exempt, private organization that saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature. WCS has been working to strengthen the commitment and capacity of the Vietnamese government to combat wildlife trafficking since 2006 and have established a well-respected presence in the country, providing support to a range of government agencies. We have generated a wide range of reliable data on a number of related issues and trained over 900 law enforcement officers from a range of agencies in investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose criminal intelligence analysis systems, inter-agency agreements and cooperation, national legislation, and have supported bi-lateral dialogues to suppress the wildlife trade and strengthen Vietnam's enforcement response.

Scope of work: The Administration Officer is responsible for providing administrative assistance to ensure the smooth operation support to the management and implementation of WCS Vietnam program activities.

Main responsibilities:

- Run front-desk for the WCS office (including receiving visitors, handling incoming/outgoing telephone calls, faxes, official letters, packages etc.)
- Maintain office/project monthly travel and meeting schedule
- Manage a range of office equipment (e.g. photocopiers, scanner, computers and faxes)
- Management of the WCS library (New entries, lending etc)
- Prepare meeting minutes and other materials for program activities
- Coordinating between offices and operating units in resolving day-to-day administrative and operational problems
- Manage office stationary/supplies and housekeeping for WCS office
- Ensure all WCS computers are backed-up and virus/spyware protection is up-to-date and scanned regularly
- Coordinate the repair and maintenance of office equipment
- Provide interpretation and translation of office documents as required
- Others as requested by senior management team

Required Knowledge, Skills, Abilities

- Minimum two years relevant work experience.
- Minimum bachelor/college degree
- Experience with an international organisation or NGO is preferred
- Good interpersonal and communication skills
- High attention to details
- English and Vietnamese language is essential to effective performance in this position

- Fluency in Microsoft Office (Word, Excel) and ability to conduct internet based research at a minimum. Knowledge of Photoshop is preferred.
- Creative and enthusiastic.

Schedule and Compensation: Salary grades are commensurate with experience and education. Benefits include private health insurance for staff and dependant(s), a 13th month year and 20 annual-leave days.

How to apply: Interested applicants should send a cover letter, CV, contact details for references to: Mrs. Nguyen Thi Thu My – Finance and HR Officer Wildlife Conservation Society, Room 1302, Thanh Cong Tower, 57 Lang Ha street, Ha Noi
Email: ntmy@wcs.org

Deadline for applications: 30th September 2015
Only shortlisted candidates will be contacted.