

# Project Assistant

The Asian Management and Development Institute (AMDI) is a science and technology organization with the mission of providing research, training and consulting services as a leading management science institution in Vietnam. At present, AMDI is implementing training, consulting and researching projects in the fields of organization management, tourism, trade, agriculture, disaster risk reduction and climate change. We are looking for high-qualified candidates for the following vacancy: PROJECT ASSISTANT

## Job description:

- Project assistant for AMDI's Projects to implement all of involved activities; support logistics issues for the projects (food, accommodation, travel of experts, meetings, conferences, seminars, etc ...);
- Translate documents from English to Vietnamese and vice versa.
- Translate for experts when required.
- Prepare budget and financial reports for business trips, conferences and events organized by the project.
- Carry out other administration assistant jobs.

## Requirements:

- Fluent in English skills
- Study National Economics University, University of Foreign language, Foreign Trade University, University of Social Sciences or other involved majors.
- Fluent in Microsoft office program: word, excel, PowerPoint
- Honest and willing to learn
- Ability to work well with team
- Ability to work under pressure.

## Benefits:

Salary: Negotiate

Allowance: Travel allowance, telephone allowance, lunch and other benefits as the AMDI's Policy

Opportunity to work in a dynamic and professional environment

Will be guided, trained all the necessary skills.

Opportunity to use English, communicate very often with foreign experts.

Applications: Curriculum Vitae, one recent 3 x 4 photo, relevant degrees and certificates.

## Applications send to:

1. Send through the email: [loannt@amdi.vn](mailto:loannt@amdi.vn); [loannt@amdgroup.vn](mailto:loannt@amdgroup.vn)

Contact person: HR Department

Tel: 046.287.2666 (418)

2. Send directly to: Addresss: The 1st floor, VAS Building, My Dinh I, Tu Liem, Ha Noi  
Tel: 046.287.2666 (418); Website: [www.amdi.vn](http://www.amdi.vn)  
Deadline: November 16th 2015. Priority for CVs submitted soon.