

Administrative Officer

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 tasks.

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

English language: www.envietnam.org

Vietnamese language: www.thiennhien.org

ENV is looking for a qualified candidate for the position of Administrative Officer, who will take care of following tasks:

1. Maintain front office cleanliness

Ensure that the reception, conference areas are clean and tidy at all times.

2. Telephone reception

- Answer the main telephone for ENV and international partner organizations in accordance with ENV standards
- Take and deliver messages for people that ENV and partner staff that are not present
- Send and receive faxes
- Train other staffs to answer the ENV main telephone when the Admin Office is out of officer for her duty.

3. Visitor reception

- Professionally greet visitors of ENV and partner organizations
- Ensure ENV security requirements in terms of office access and escort requirements

4. Post office

- Make weekly trips to the post office to collect and send mail and parcels

5. Personnel

- Maintain and manage up to date personnel files on all ENV staff
- Follow up staff birthday and send e-card. Organize monthly staff birthday party
- Maintain and update ENV non-computer list and provide an updated monthly report to the management board.

- Manage the computer assignment and maintenance system for all ENV-owned computers.
- Maintain ENV office filing systems
- Produce monthly insurance statement with inputs provided by Office Manager
- Maintain accurate attendance records for all ENV staff.

6. Office supply inventory

- Ensure that ENV maintains an adequate stock of office supplies, printer cartridges, paper, and other required supplies in order to ensure that materials are available when in need.
- Ensure that drinking water is available in the office at all times. Coffee and tea is available in the office as well for visitors

7. Communications

- Communicate regularly with the direct supervisor and management team
- Assist the communications department in organizing, preparing, and executing distributions of ENV materials

8. Resources & store management

- Manage ENV resources & store

9. Correspondence Record

- Maintain a log of documents and materials that are sent out by ENV

10. Others

- Complete other duties and assignments as specified by Office Manager & ENV Management Board

Qualifications

- College degree with good English is preferred
- Having administrative experiences
- Honest, careful and ability to pay attention to details and carry out work accurately
- Time management
- Ability to work independently with limited supervision, take initiative
- Good communications skills and able to communicate and work with others
- Computer literacy: Word, Excel, Internet.

Benefits and terms

- Long-term contract
- Opportunity to learn new skills and open knowledge.
- Mixed English-speaking work environment
- Opportunity to work closely with foreign and national experts
- Open for growth at ENV

Applications

Interested candidates are invited to send their application in ENV application template and cover letter to the following address before Apr 17, 2016 by email or by correspondence.

ENV application form can be found at:

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

Ms. Nhan Thi Hien

Administrative Manager

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* Your applications will be treated on “First come, first serve” basic.

* Only short-listed candidates will be notified