

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.
- Prepare and check export/import documents
- Liaison with foreign suppliers and clients
- Assist with all other duties regarding import and export processes
- 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.
- Knowledge of the law, legal regulations on import/export
- Past experience in import/export is an advantage
- 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: hr@amdi.vn;

Contact person: Ms Dung - 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

Deadline: April 30th 2016. Priority for CVs submitted soon.