

Summary

East Meets West Foundation, US-based humanitarian organization, is seeking a volunteer who will support for Office Manager in a variety of clerical, receptionist, administrative and financial support duties for Ha Noi Office and Programs.

1. Administrative works:

- Meet and greet guests to the office. Receive, sort, distribute, record and filing incoming and outgoing mails to appropriate staff members in the office;
- Answer telephone calls, take messages and transfer calls to appropriate staff members. Provide back-up materials for call backs or make calls to external entities/Partners on Country Director's or senior staff requests/notes;
- Scanning, printing and photocopying documents, updating factsheets if requested.
- Ensure efficient filing, tracking and storing system of documents;
- Purchase and maintain office equipment and supplies with appropriate services and vendors.
- Submit documents to respected government agency.
- Translate office and project related documents (English and Vietnamese) when required
- Field works if requested
- Check EMS bills and EMS break down
- Research and identify complete suppliers for project related equipment and supplies and do request for equipment/purchase form
- Withdrawal money from the bank

Responsibilities:

- Complete work assignments and activities in a careful, timely manner and of high quality
- Share experiences and information with EMWF colleagues for mutual assistance in learning and developing working experience and skills.
- Maintain and preserve equipment and other possessions of the organization
- Ensure the information security of the organization
- Abide by the organization regulations
- Create and maintain filing system at Hanoi Rep Office.

Indicators for good performance:

- Complete all tasks/assignments in an accurate, cost effective and timely manner.
- Quality reports to meet deadlines, as required
- Minimize mistakes in work and breaches of organizational regulations.
- Build a good relationship with supervisor, co-workers and counterparts.

Job Specifications/ Qualifications:

Attitude:

- Proactive, hardworking, honest
- Professional attitude and diligence
- Mature and resourceful

- Enthusiasm for the job
- Willingness to work independently
- Willingness to travel, work under pressure, and meet deadlines

Duration will be based on the performance with potential extension, will be discussed later .
Allowance: 150,000 VND/day

Procedure for Candidacy

Please send resume and cover letter, or nominations, to: thoi.phan@eastmeetswest.org

Specify "A&F Volunteer" in the subject line.

Electronic applications only.

Deadline: August 15, 2016