

**Operation Smile Inc., Vietnam.
JOB DESCRIPTION**

TITLE: Development Administrative Assistant
DEPARTMENT: Development – Ho Chi Minh Office
REPORTS TO: Business Development Director/ Office Manager in Ho Chi Minh City.

GENERAL SUMMARY OF DUTIES

The Development Administrative Assistant is responsible for supporting the Development Team in implementing fund-raising activities as well as raising awareness of the community about Operation Smile in the country.

MAIN FUNCTIONS

- Assist the Operation Manager in liaising with the local authority to ensure legal compliance.
- Answer telephones, make photocopies and assist with e-mails where necessary.
- Ensure that all day-to-day administrative matters are dealt with on a timely and efficient manner including: handle incoming and outgoing post and contact service vendors, ensure that office equipment is well maintained and in good working order, manage office's petty cash and expenses reports.
- Assist the Business Development Director in all matters pertaining to development including contacting donors, preparing and organizing events and other tasks.
- Liaise with volunteers and organize a roster of trainee office staff volunteers to assist with the above duties where appropriate.
- Recruit, promote and coordinate non-medical volunteers in HCMC to support mission and event activities.
- Undertake other duties as and when required.

REQUIREMENTS:

- Vietnamese citizen with BA Degree
- Good written and verbal communication skills in both Vietnamese and English
- At least 1 year experience of similar job with organizational and administrative skills
- Good skills in building and nurturing relationships
- Be highly motivated with a sense of teamwork
- Knowledge in photography & design is an advantage