Admin and Finance Assistant

Position: Admin. and Finance Assistant
Work location:Ha Noi Office
Report to:Admin. and Finance Ha Noi Manager
Deadline:June 29, 2017

Summary
East Meets West Foundation, US-based humanitarian organization, is seeking a volunteer who will support for Admin. and Finance Ha Noi 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 and distribute 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;
   - Ensure efficient filing, tracking and storing system of documents;
   - Responsible in stamping, scanning, printing, photocopying, filing and delivering documents to corresponding partners/ agencies.
   - Keep official EMW stamp safely
   - Organize logistical arrangements for lodging, transportation, workshops/conferences for projects and operational activities of the office;
   - Coordinate and organize Hanoi office common activity such as team building, outing events, year-end party, and other arrangement for funeral, wedding, birthdays, lunar calendar ceremony…
   - Purchase, maintain office equipment, functions and supplies with appropriate services and venders. Research and identify competitive suppliers for project related equipment and supplies.

2. **Finance:**
   - Cashier
   - Check EMS/ air ticket/other bills
   - Prepare cheque & withdrawal money from bank
   - Prepare disbursement voucher and Petty Cash monthly report for Hanoi Office
   - Keep track, label, hand over & report EMW equipment in Hanoi Office
   - Check monthly request for payment & breakdown the list to programs from partner agency including EMW, Air tickets, stationery…

3. **HR:**
   - Submitting paperwork to the competent authority when required
   - Prepare paper works to support getting visa, work permit, residence card, and other papers for foreign visitors, donors and staffs.

- Support HR in delivering paper works and insurance cards, conducting yearly health check and other tasks as assigned
- Other A&F tasks as required

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:

- College or University degree in Business Administration, English, Finance or related field of study.
- At least one year experience in the field or with NGO is preferred
- Strong secretarial and office management skills
- Excellent time management and problem-solving skills.
- Advanced proficiency in MS Office Suite.
- Possess professional attitude, appearance, and diligence.
- Strong communication and interpersonal skills.
- Proficiency with written and verbal communication skills in English and Vietnamese.
- Able to work independently as well as work in a team.
- Able to work under pressure and deadline

Salary and benefits will be determined based on experience and qualifications

Procedure for Candidacy

Please send resume and cover letter, or nominations, to: thoi.phan@eastmeetswest.org
Specify “A&F Assistant” in the subject line.

Electronic applications only.