



財團法人 **台灣兒童暨家庭扶助基金會**
Taiwan Fund for Children and Families

Job Description

Title:	Office Administrator
Hours of Work:	Five days a week, 8am-12pm and 1pm-5pm
Salary:	6,000,000VND - 10,000,000/month
Benefits:	Annual Leave, Social Insurance, Regular Attendance Bonus, Annual Bonus, Training, etc.

Company Information

Taiwan Fund for Children and Families (TFCF), established in 1950, is an NGO aiming at helping children in need. Through variety of programs, from sponsorship to child protection, from early intervention to advocacy, TFCF has not only served a number of children but also initiated the social welfare system in Taiwan. As one of the biggest NGOs in Taiwan, TFCF sponsors 118,000 children in the whole world and has over 200,000 Taiwanese sponsors.

In order to assist needy children and families in Vietnam, TFCF has registered in 2014, the number of Operating Certificate is 251. Besides Vietnam, TFCF has four oversea branch offices in Mongolia, Kyrgyzstan, Swaziland, Cambodia and Jordan.

Job Brief

We are looking for an office Administrator who not only have ability to manage office administrative work (HR, Admin, Accounting or IT <which optional>) and work with different government departments, but also passion for making a better future for children in Vietnam. Join us to empower children of Vietnam and witness their growth! And we expect the new staff can join our working team at the middle of February.

Responsibilities

1. Manage social workers' administrative process: follow up and hasten sponsored children letter reply with social workers, correct letter(s) grammar, words and phrases.
2. Postal Management: Responsible for receiving, delivery and scan documents file and letters.
3. Office Pictures Management: receiving and manage pictures relevant with sponsored children, activities and programs.
4. Assist Sponsorship work: relevant with all kind of sponsorship paperwork and file management.



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5. Responsible for government departments: communicate with PACCOM, HUFO, Immigration, DOLISA and Police Office...etc, besides, assist handle with VISA, work permit...etc.
6. Office properties equipment maintenance: safekeeping and maintaining office properties, include computers, electrical, furniture, telecommunications, Fire-fighting equipment, camera, motorbike and air-condition...etc.
7. Assist accountant job: major substitute, verify all relevant invoice payable, bill, tax and bookkeeping handling.
8. Materials Management: to maintain storage space, second hand materials arrangement.
9. To maintain office environment sanitary
10. Attendance System Management: assist attendance record arrangement, relevant form, report and calculation.
11. Other Employer assigned tasks.

Job Requirements

1. Education: Graduation from a recognized Bachelor Degree university
2. Language: Good in English (listening, reading, writing and speaking)
3. Driver's license (must be have motorbike license) and have own transport
4. Accountant and relevant administrative experience
5. Worked with or for government departments and NGOs/NPOs
6. Good at and relevant communication with government departments and NGOs/NPOs
7. Work full-time
8. Use Microsoft Word, Microsoft Excel, Microsoft PowerPoint, internet, email
9. Initiative, independent and has good communication skills, and adaptability to changes

Apply for the Position

Submit following documents to Ms. Thi Hai Yen Tran and Ms. Pan Yu Wen before **5th January, 2019**.

1. Application form (page 3 and 4)
2. CV/Resume
3. Scanned University Diploma/Certificate of graduation (fresh graduates provide transcript)
4. Date of interview: 9th January, 2019
5. Date of result: 16th of January, 2019



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Contact information

Officer: Ms. Thi Hai Yen Tran

Office Phone: 028-3547 0229

Email: jennytran@ccf.org.tw

TFCF Representative: (please use English)

Ms. Pan Yu Wen

Email: pan@ccf.org.tw

Office Address: 2/4, Yen The Street, Ward 2, Tan Binh District, HCMC, Vietnam

Webpage: <http://www.ccf.org.tw>

Facebook: <https://www.facebook.com/TFCFVietnam/>