

Admin Officer

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Our vision A world where everyone has a decent place to live. Our mission Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals. For more details, please visit us: <http://www.habitat.org/http://habitatvietnam.org/>

We are looking for an experienced candidate to fill our position of Permanent Part-time Administration Officer who value flexible working time.

We recommend interested & qualified candidate to send your comprehensive CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors

to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.

Position Title: Admin Officer

Work Location: HCM City

Job status: Permanent Part-time

Report to: HR & Admin Manager

Supervise: Nil

Job Summary:

The job provides daily operational services for smooth running of office and efficient business trips of the organization

Main Responsibilities

- Reception
 - Receive incoming calls, taking message or put through to right recipients
 - Distribute incoming mail, handle outgoing mail, prepare for courier services
 - Prepare drinking water & others for receiving guests

- Office Maintenance
 - Check & maintain office cleanliness
 - Check & maintain office equipment & facilities function well
 - Assist maintaining a safe and secure working environment
 - Ensure the organization's assets are well controlled and covered by asset insurance by coordinating, following up with other departments and dealing with the insurer

- Administration Purchase
 - Estimate, request & purchase stationery & other office facilities/supplies to ensure adequate amount & quality of goods for daily operation of the office
 - Make hotel, ticket, transportation booking for staff going on business trip and guests in accordance with financial procedures
 - Review and make recommendation on buying or renewal of office rental, and other purchased goods/services for the best benefit of Habitat
 - Prepare & complete Administration payment including house rental, power, drinking water, telephone, stationary, parking, photocopier rental etc. in accordance with financial procedures
 - Make monthly expense report against budget
 - Update & complete Preferred vendor list in compliant with Procurement Policy

- Other Responsibilities
 - Monthly prepare logistics for staff meeting in Hochiminh city office per request

- Support HR and Admin Coordinator in preparing logistics for events like family day, annual conference, CSP & other meetings
- Perform other related tasks as assigned by HR- Admin Manager and/or Country Director when needed

Job Requirements

- Vocational/College in Administration, Accounting or equivalent
- Experience in doing multi-administrative tasks in a foreign organization
- Basic knowledge of accounting principles & procedures
- Proficient in negotiation skills
- Computer proficiency in MS Office and Outlook.
- Fairly English in verbal and writing
- Basic problem solving
- Attention to details and well-organized spirit
- High sense of internal customer service focus and tasks ownership
- The job requires normal physical condition