

JOB OPENING

Administrator

Dutch Business Association Vietnam (DBAV) was officially established in 1999 and participates in the European Chamber of Commerce in Vietnam (EUROCHAM), through which relations with not only various government institutions have been established, but also other business associations and chambers of commerce in Vietnam. We are seeking a full-time Administrator who will be handling DBAV's administration matters, coordinating in organizing business events and assisting the DBAV Executive Director.

Responsibilities:

- General clerical and secretarial tasks
- Managing membership and handling inquiries of members
- Handling petty cash, bookkeeping and finance sheet
- Website management and coordination
- Managing DBAV's other communication channels (E-newsletter, Facebook, LinkedIn, etc.)
- Proposing marketing tools and producing marketing materials (event flyers, backdrops, etc.)
- Event coordination and support
- Coordinating with and providing basic support to NLV (Dutch Social Club)

Required Skills / Qualifications:

- Excellent command of English
- Good knowledge of Microsoft Office. Knowledge in Adobe Illustrator or Photoshop would be useful.
- Good skills in planning, organization, coordination
- Ability to work independently and to multitask
- One year previous working experience in related fields preferred
- Degree holder in Business/Marketing/English (preferred)

Suitable Traits:

- Strong sense of responsibility
- Enthusiastic
- Organized, attentive to details

Benefits:

- Working in a Professional International Business Environment and opportunity to interact with various foreign organizations/companies
- Working in a cross-cultural and multi-disciplinary environment
- Enhancing knowledge and skills in Event Management, Logistics Planning, Marketing and Administration through DBAV's projects & tasks

Working hours: Monday to Friday, 9:00AM – 6.00PM (Evening and weekend hours may be required)

Salary: Negotiable.

To apply for this position, please send your resume to hr@dbav.org.vn by **July 20th, 2018** with your name included in subject line.

Please note that only shortlisted candidates will be contacted and interviews will be conducted both before and after the submission deadline.