



Vacancy: Administration Officer & Projects Assistant

Location: Ho Chi Minh City, Vietnam

Start date: 1 September 2025

Contract: 1 year contract to start with (2 months probation), full time (40 hours per week)

Level: Experienced Junior (2–3 years' experience)

About DBAV

The mission of the Dutch Business Association Vietnam (DBAV) is to build the bridge between The Netherlands and Vietnam. DBAV is the gateway for businesses and business leaders to make meaningful connections, share valuable knowledge and experiences, and drive bilateral trade and investment.

About the role

To support the DBAV team in several projects, as well as managing financial, administrative and office activities, we are looking for a full-time **Administration Officer & Projects Assistant**. This role is ideal for someone with 2-3 years working experience and looking to gain international experience, build a professional network, and work in a dynamic, multicultural environment.

❖ Key responsibilities:

- *Office management tasks (35%)*
 - Keeping the office proper and clean to receive external guests
 - Coordinating with building officials in case of maintenance or other office related issues occur, including rent & agreements + cleaning lady
 - Inventory for office supplies & coordinate with deliveries
 - Manage and archive important documents & files
 - Coordinating board meetings, arranging lunches, set meetings
 - Keep track of board member birthdays/ member celebrations & arrange gifts
- *Finance management (35%)*
 - Execute payments for all DBAV activities (incl. events) + keep track of these in accounting and banking system
 - Manage petty cash + payments, reimbursements and receipts for all DBAV finances
 - Keep track of and execute quarterly EuroCham payments & list of members for whom we need to pay a percentage
 - Keep track of membership payments & corporate sponsorship payments
 - Liaise with bank for financial activities (savings account, payments, authorizations, etc)
- *Communication & events support (10%);*
 - Support the event and communication team when needed (finances, logistics, decorations, orders, on-site activities like check-in etc)
- *(New) membership communication & project support (10%)*
 - Maintain and update the member database
 - Assist with member onboarding, renewals, and follow-up communication

- Help coordinate member services and respond to inquiries
- Support with outreach and administration in diverse projects such as business development, B2B matchmaking, orange book, business services and other related activities;
- *PA tasks for ED (10%)*
 - Handle invitations for events, schedule the agenda + keep track of events
 - Arrange for travel logistics and transportation when needed
 - Visa arrangements + requirements from governmental institutions
 - Support ED with other administrative tasks when necessary

❖ **Who you are**

- Bachelor's degree in Business, Administration, Communications, or similar
- 2–3 years of relevant work experience (including internships)
- Excellent written and spoken English (C1 or higher)
- Strong organizational skills and attention to detail
- Friendly, reliable, and comfortable working independently
- Confident in interacting with senior professionals (in English)

❖ **Bonus points**

- Experience in office management & event coordination
- Familiarity with invoicing and financial admin
- Skilled in Microsoft Office and Google Workspace
- Knowledge of Dutch or Vietnamese business culture is a plus

❖ **Perks**

- Health insurance coverage
- 13th month bonus
- Be part of a unique international business association
- Collaborate with the Dutch Embassy and Consulate General
- Opportunity to grow your network in the international business community

Application

Questions or ready to apply? Email your CV and motivational letter to:
exec.director@dbav.org.vn.