

SCOPE OF WORK OFFICE MANAGER IN HANOI

BACKGROUND

The Central & Eastern European Chamber of Commerce in Vietnam (CEEC) was formed in March 2015 as an independent non-profit organization. It aims to enhance the cooperation, develop the relations in term of economic, finance, commerce, investment and trade promotion between Vietnam and businesses from 15 Central and Eastern European countries (Austria, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Montenegro, Poland, Romania, Serbia, Slovak Republic, Slovenia). CEEC and all other European Business Associations delegate their representative to the Executive Committee of the European Chamber of Commerce in Vietnam (EuroCham) which is representing more than 1,000 European companies.

MAIN RESPONSIBILITIES

CEEC is seeking to hire an Office Manager to join the team, who will be expected to perform the following roles and responsibilities:

Office Administration

- Manage administrative paperwork related to Government Agencies (DOFA, MOLISA, etc.)
- Manage general administrative activities of CEEC Offices and document filing system.

Finance

- Ensure transparent and efficient use of funds, manage petty-cash and basic accounting.
- Prepare monthly financial summary and report to the Treasurer; prepare monthly and yearly personal income tax (PIT) finalization/ report and submit to Tax Department.

Services

- Prepare proposal, agreement, contract, pro-forma invoice to CEEC clients or partners.
- Carry out short market research, set up B2B meeting.
- Provide support for the other services of CEEC.

Events, PR & Marketing Management

- Event organization: including preparing marketing materials; promoting event; following up actions; making financial report & budget; working with service providers to ensure all necessary facilities.
- Responsible for CEEC's Communication Channels (including content and image).
- Assist on special assignments when implement activities like projects and events in Hanoi.

Stakeholder Management

- Arrange meetings with relevant stakeholders when requested, including logistics preparation, interpretation/ translation, and follow-up actions.
- Assist in following up with membership applications, payments, and their requests if any.

REQUIREMENTS

- Bachelor's degree in relevant field (international business/ business administration or similar area).
- At least 01 year's professional experience in a comparable position.
- English fluency in both verbal and written skill (any Central or Eastern European language is a plus).
- Good working knowledge of ITC technologies and computer applications (e.g. MS Office (Word, Excel, PowerPoint), ability to use Photoshop/ Illustrator/ InDesign is an asset.
- Excellent organizational, time management and analytical skills
- Must be self-motivated and able to achieve results under minimal supervision.

HOW TO APPLY

Application Deadline	31 st March 2021
Type of Position	fixed term, full time
Report to	Executive Director, Chairman & Vice Chairmen
Working hour per week	35 (excluding lunch hour), occasional evening representation and travel required
Working location	Mazars office, 17 th Floor, MIPEC Tower, 229 Tay Son, Dong Da, Hanoi
Start date	3 rd May 2021
Benefit	CEEC offers a competitive remuneration package including salary, insurance benefits, leave entitlement, flexible working patterns, and opportunities to work with other Chambers of Commerce, Embassies, Business Associations and Vietnamese Government Agencies.

Interested candidates can send your application including motivation letter, curriculum vitae, and reference letter (if any) to office@ceecvn.org

We regret that only short-listed applicants will be contacted.