



JOB DESCRIPTION
EVENTS AND ADMIN ASSISTANT

Organization Description:	<p>The European Chamber of Commerce in Vietnam (EuroCham) is the voice of the European business community in Vietnam. EuroCham was established in 1998 and is a members-based, independent, not for profit organization of European companies who are investing in Vietnam, for the benefit of all. With more than 1,300 members, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam. EuroCham represents a plethora of sectors and sizes ranging from SMEs to MNCs with a very strong business network in both Vietnam and Europe. Acting as an intermediary between our members - the business community - and local, national, regional, and European authorities, EuroCham advocates on its members' behalf, to generate improvements in the business environment, raise awareness on key issues and disseminate information on issues relating to doing business in Vietnam.</p>
MAIN DUTIES	
Job Title:	Events and Admin Assistant
Reporting to:	Head of Office cum External Relations Manager
Direct supervising:	No
Job Summary:	Performs administrative and office support activities, EuroCham events
Location	Hanoi – Vietnam
Type of Contract	24 months fixed term contract upon successful completion of a 2 month probation period
Key Working Relationships:	<ul style="list-style-type: none"> ▪ Internal: EuroCham staffs within EuroCham ▪ External: EuroCham members, Vietnamese central and local authorities, the European delegation to Vietnam, the media
Main Duties and Key Performance Indicators:	<ul style="list-style-type: none"> ▪ To receive incoming calls for EuroCham and to assist with making calls and send faxes, for EuroCham and/or its partner Business Groups with whom EuroCham is sharing accommodation, all with an appropriate level of courtesy and professionalism, in order to maintain EuroCham’s good image in the market. ▪ To receive all visitors to EuroCham and to assist them with their requirements in a friendly but business-like manner, while making them feel welcome.

	<ul style="list-style-type: none"> ▪ To provide refreshments for visitors when requested. ▪ To assist the Head of Office in Hanoi in the execution of all administrative tasks ▪ To be responsible for inventory/purchasing of stationery, in charge of post office and general delivery tasks. ▪ In particular, you will be required to assist in the setting up of the EuroCham Database and in the entry of data into the database and for the maintenance thereof. ▪ Booking of all kinds- hotels/transportation/flights etc ▪ Booking rooms, preparing documents for the Board Meeting and other Meetings required. ▪ Being in charge of the EuroCham discount list in Hanoi and Liaising with EuroCham HCMC about it. ▪ Being in charge of membership in Hanoi. ▪ Helping the Head of Office in bookkeeping, petty cash, invoicing process and collecting cash. ▪ Filing, receiving emails in general email account and forwarding to the right person. ▪ Being in charge of events under the Head of Office’s supervision: venue booking and confirmation, designing flyer, promoting events and all logistics at events and after events required. ▪ Other tasks as required.
JOB REQUIREMENTS	
Education and Training Background:	Bachelor Degree in Language, Administration
Work Experience:	Min 1 year in events, administrative
Management Experience:	No.
Core Competencies:	<ul style="list-style-type: none"> ▪ Vietnamese national with excellent English and computer proficiency ▪ a highly motivated, flexible and dependent team player ▪ comfortable in an international and multi-cultural environment ▪ capable of managing the administrative tasks ▪ must be self-motivated and able to achieve results under minimal supervision; ▪ must be accurate, meticulous, outgoing, friendly and open. ▪ ability to work independently and as part of a team
Languages:	Fluent written and spoken English



Software and Package Skills:	Good computer skills with Microsoft Office Tools, including Word, Excel and PowerPoint are required. Computer skills with management software, database software and website software are preferred.
What We Offer:	<ul style="list-style-type: none">▪ Strong network development in business community in Vietnam with relevant stakeholders across many sectors;▪ Competitive compensation package;▪ A cross-cultural and multi-disciplinary professional working environment