



JOB DESCRIPTION

Position: **Executive Assistant and Office Manager**
Supervisors: Executive Director
Schedule: Full time (open discussion for flexible working hours or 30 hours/week possibility)
Location: Binh Thanh District, Ho Chi Minh City

ABOUT OUR ORGANIZATION

Founded in 2009, LIN Center for Community Development is a not-for-profit, nongovernmental organization. We envision equal access to social and economic opportunities and an improved quality of life for all (irrespective of age, race, gender, ethnicity, origin, etc.). Through grants, technical support and networking, LIN helps local nonprofit organizations (NPOs) and philanthropists (skilled volunteers and donors) to strengthen and grow so they can fulfill their potential as vehicles for sustainable development, poverty alleviation and citizen participation.

As an intermediary, LIN provides access for everyone to information, knowledge, and tools related to community development work. We facilitate platforms, network, workshop, conference, training, and consultation that support the development of local grassroots NPOs at the same time enabling the philanthropists to give strategically. We also promote local-led development and collaboration amongst individual and institutional philanthropists and NPOs through a community fund that provides grants for initiatives addressing local and environmental issues.

By May 2017, LIN has been serving 260 local NPOs, hundreds individual and corporate philanthropists partners. More information and details about LIN programs and services can be found at: www.LINvn.org, www.VietnamCauses.org.

POSITION DESCRIPTION

LIN Center for Community Development is seeking an ethical and responsible candidate for the position of **Executive Assistant and Office Manager**. The person's primary responsibility is to assist the Executive Director manage office requirements and administration work.

RESPONSIBILITIES

The **Executive Assistant and Office Manager** will be responsible for the following administration, logistic functions and assist in staff administrative responsibilities;

- Assist, as required, in managing the Executive Director's (ED) diary and appointments, ensuring effective use of time and preparation of papers and information in advance
- Prepare and/or draft correspondence for the ED as required
- Support staff travel arrangements (visa application, transportation, hotel and flight reservation)
- Assist, as required, agendas for meetings/events/workshops
- Carry out a range of administrative office tasks as assigned

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- Assist in the management of, and support to, LIN's leadership team (Directors) including: internal and external meetings and teleconferences, booking venues, and taking minutes as required.
- Make arrangements and prepare agendas for LIN Board meetings, LIN team meetings, (including managing and disseminating minutes) and to ensure papers are accurate prepared and disseminated on time.
- Assist the Executive Director, in the application for receiving foreign funding eg working with government, and preparing application for approval from VUSTA.
- Be responsible for all administration and paper work required for incoming and departing staff, in accordance with the law.
- Assist ED and the leadership in the planning and implementation of organizational learning initiatives.
- Manage LIN's Office including: database and filing system management, managing the inventory of office supplies, assisting with office layout and staff needs.
- Support other tasks as needed.

REQUIREMENTS

Skills and Experience:

- 1+ years of administrative experience in an office setting
- Excellent verbal and written communications, networking (in Vietnamese and English), and presentation skills
- Excellent organizational skills and attention to detail
- Demonstrated ability to manage tasks and prioritize competing demands in order to meet deadlines
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint); and
- Good communication skills (written and oral) in Vietnamese
- Ability to read and understand English writing.

Other:

- Honesty and strong ethics are required in order to be successful in this position;
- Ability to work independently and as part of a team;
- Demonstrated capacity and willingness to learn - open to learning new ways of doing things;
- Pro-active and results oriented; and
- Friendly, caring, customer service orientation.

OTHER REQUESTS

In addition to the above requirements, the desired candidate will:

- ◆ Be a Vietnamese citizen.
- ◆ Have a passion for LIN's mission and commitment to LIN's core values.
- ◆ Have a high level of personal and professional integrity and trustworthiness.
- ◆ Have a strong work ethic.
- ◆ Thrive in a fast-paced environment.



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LIN aims to always show respect and appreciation for each of our staff, partners, volunteers and donors and we ask that all of employees show the same respect for members of the LIN team, our partners, volunteers and donors.

Expected starting date: August/September 2017

APPLICATION & CONTACT INFORMATION

LIN is committed to equal employment opportunities to all individuals based on merit, qualifications, abilities, and the law. Employment decisions are made regardless of race, color, ethnicity, gender, geographic or social origin, religion, age, disability or any other characteristics protected by law.

Interested candidates should submit a letter of interest and resume/CV via email to hr@LINvn.org. Please no phone calls, only applicants being called for an interview will be contacted. Please visit the website: <http://www.LINvn.org>, for more information about LIN.