

HIRING ADMIN ASSISTANT - HCMC

JOB DESCRIPTION

ABOUT THE COMPANY

ERAIA ASIA is a Vietnam based & French owned business consulting company with 20-year background in international business development. We support western companies in their business development in Asia through tailor made services: market study, business development, commercial representation, distribution, company establishment, and 2 fully- serviced business centers in HCMC.

To support our growth, we are looking for an autonomous and multitask Admin Assistant.

MISSIONS

- ✓ Welcome visitors and guests who come to the office
- ✓ Handle all telephone calls promptly and professionally
- ✓ Handle incoming and outgoing documents and other parcels
- ✓ Office facilities maintenance/ repairing
- ✓ Manage and control stationery/water order
- ✓ Support on business travel arrangements
- ✓ Support accounting basic tasks
- ✓ Customer/ back office support
- ✓ Any ad hoc tasks assigned

QUALIFICATIONS & SKILLS

Diploma: University degree in any field.

Experience: Fresh or 1 year working experience, Admin experience is preferable

Languages: Fluent in English and Vietnamese, French is a plus

- ✓ MS Office and interpersonal skills
- ✓ Customer service mindset, multitasking
- ✓ Good communication and negotiation skills
- ✓ Dynamic, detail-oriented and result-oriented
- ✓ Hard-working, honest and responsible

WORKING LOCATION: 45 ABCD Dinh Tien Hoang street, Thao Dien ward, District 2, HCMC

WORKING HOURS: Monday – Friday, 8:30AM – 6:00PM

SALARY: Negotiable based on experience

BENEFITS

- ✓ Attractive salary and bonus based on performance
- ✓ Training and up-skill opportunities
- ✓ International working environment
- ✓ 15 days of annual leave
- ✓ Good complementary medical insurance
- ✓ Cool and spacious office (kitchen, pool, etc.)

CONTACT: HR@ERAIASIA.COM