

Vacancy #012: Executive Office Assistant

POSITION DESCRIPTION

MAIN PURPOSES OF ROLE

The Executive Office Assistant (EOA) role is created to provide administrative support on a daily basis to the Firm's Executive Board (EXEC) through effective planning, organization, coordination, and communication. The incumbent is also expected to handle the Firm's general services, support the service lines and project teams in admin and DB work where required. The EOA must be an experienced administrative professional, and familiar with business licensing/ international travel/ cross-border consulting services, fluent in English and Vietnamese with excellent oral and written communication. The incumbent should also demonstrate initiative and the ability to analyse and solve problems, exercise good judgment in a variety of situations, and be able to manage a wide range of tasks and confidential matters with discretion.

RESPONSIBILITIES

1. Secretarial and administrative support (50%)
 - i. The successful candidate will be responsible for carrying out secretarial and administrative supports for the Firm's EXEC (i.e. Typing reports and routine correspondence from dictation or written sources; Drafting routine correspondence and document for approval and signature by the EXEC; Maintaining the document filing systems; and arrangement for meetings required by the GM), and other corresponding tasks as and when delegated.
 - ii. Prepare business proposals and/or engagement letters with existing clients, type or translate document (for internal or external use) in accordance with the Firm's templates and standards.
 - iii. Process staffing schedule requests; Check timesheets, reconcile overtime claims and leave on behalf of staff as required. Send weekly reminders of missing timesheets by referencing the missing timesheet report. Ensuring that SI, health and safety policies are up to date and handled.
 - iv. Responsible for the receptionist area in the Office, including office protocol, emails and office correspondence, inquiries. Assisting the AGM in acting as a point of contact (POC) for the EXEC's office in preparing and providing accurate and timely info, including: briefing, reports and minutes of meetings, translations (when required); arrange for all distribution of minutes and ensuring decisions are disseminated to relevant recipients; Follow-up on status, progress and feedbacks.
 - v. Assisting the AGM in designing and implementing office policies by establishing standards and procedures, measuring results against standards, bookkeeping, record keeping, data entry, and filing; preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
 - vi. Coordinate logistics needed for training, meetings; Assist in the requests of service lines needs including petty cash and office supply inventory. Coordinate with other Section Admin/ personnel to assure consistent applications and cost effectiveness of office operations and admin-related matters.

2. Support the service lines and project teams in administrative and BD work (with a 35% max).
3. Manage assigned projects and support internal programs (15%).

REQUIREMENTS

- Minimum 2 year-experience in the relevant roles: Receptionist, Clerk, Admin Assistant, Personal/ Office Assistant... Experience in business licensing/ cross-border transactions/ immigration consulting services is a plus.
- Client-centric, strong interpersonal skills; active listening and good oral and written communication skills; attention to details, multitasker, tact and diplomacy.
- Demonstrated ability to deal effectively with clients, phone and email inquiries.
- Good command in professional English; Microsoft Office, internet and web admin, be a tech-savvy, social media guru.

WHAT WE OFFER

- 13th month salary + health insurance. Annual, personal and study leave entitlements; Gifts and allowances for wedding, having babies and National holiday.
- Salary is negotiable depending on experience & qualifications. Attractive salary plus annual review and annual bonus based on performance.

If you are looking for a challenging and rewarding career with a business consulting firm in District 1, this full-time position ideally suits candidates who are keen to advance in a public practice and professional environment. Submit your application, include the Cover letter, Resume, academic transcripts, supporting documents via HR@bccm.vn. Only shortlisted candidates will be contacted.