

Role Description

1. Position Title: **HR & Administration Assistant**

2. Reporting Relationships

Reports to: Finance Manager

Responsible for: N/A

3. Location Cimigo HCM Office, 217 Dien Bien Phu St., Ward 15, Binh Thanh Dist., HCMC

4. Role Overview:

An Admin Assistant's main responsibility is to handle assigned clerical duties, to strongly assist the support team with office management. In addition, the Admin Assistant will be proactive in terms of secretarial support to HR & Admin Executive and line manager.

5. Scope of Work:

Responsibility involves ensuring the office operation runs smoothly. Specially, you are in charge of the following tasks:

Administration:

- Answer incoming phone call...;
- Conduct payment monthly, requested for office costs;
- Coordinates to organize company events;
- Work directly with suppliers such as Taxi, Stationary, Express, Ink...
- Coordinate in office decoration/ renovation;
- Database management.

Human Resource Management:

- Recruitment: conduct screening and listed applicants from HR sources;
- Update leave in annual leave record of staff;
- Insurance: Paperwork and give instruction for staffs in case of accidents & illness happened;
- Support in TRC, Visa, Work Permit if any;
- Coordinate with Cleaner Team in checking office facilities and amenities;
- Support to HR & Admin Executive in other paperwork/ secretary duties;
- Other duties as assigned by line manager.

6. Requirements:

- University Graduated;
- English Communication;
- Good at MS Excel, Word and Power Point;
- Careful, friendly, proactive and flexible in work handling; time management;
- At least 06 months experience of administration, office management or assistant.