



HANOI HO CHI MINH  
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## SCOPE OF WORK

### OFFICE ASSISTANT IN HANOI

#### BACKGROUND

The Central & Eastern European Chamber of Commerce in Vietnam (CEEC) was formed in March 2015 as an independent non-profit organization. It aims to enhance the cooperation, develop the relations in terms of economic, finance, commerce, investment and trade promotion between Vietnam and businesses from 15 Central and Eastern European countries (Austria, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Montenegro, Poland, Romania, Serbia, Slovak Republic, Slovenia). CEEC and all other European Business Associations delegate their representative to the Executive Committee of the European Chamber of Commerce in Vietnam (EuroCham) which is representing more than 1,000 European companies.

#### MAIN RESPONSIBILITIES

CEEC is seeking to hire an Office Assistant to join the team, who will be expected to perform the following roles and responsibilities:

##### *Office Administration*

- Manage administrative paperwork related to Government Agencies (DOFA, MOLISA, etc.)
- Manage general administrative activities of CEEC Offices and document filing system.

##### *Finance*

- Ensure transparent and efficient use of funds, manage petty cash and basic accounting.
- Prepare monthly financial summary and financial updates, then report to the Treasurer; prepare monthly and yearly personal income tax (PIT) finalization/ report and submit to Tax Department.

##### *Services*

- Prepare proposal, agreement, contract, pro-forma invoice to CEEC clients or partners.
- Carry out short market research and set up B2B meetings.
- Provide support for the other services of CEEC.

### ***Events, PR & Marketing Management***

- Event organization: including preparing marketing materials; promoting events; following up actions; making financial reports & budget; working with service providers to ensure all necessary facilities.
- Responsible for CEEC's Communication Channels (including content and image).
- Assist with special assignments when implementing activities like projects and events in Hanoi.

### ***Stakeholder Management***

- Arrange meetings with relevant stakeholders when requested, including logistics preparation, interpretation/ translation, and follow-up actions.
- Assist in following up with membership applications, payments, and their requests if any.

### **REQUIREMENTS**

- Bachelor's degree in a relevant field (international business/ business administration or similar area).
- At least 01 year's professional experience in a comparable position.
- English fluency in both verbal and written skills (any Central or Eastern European language is a plus).
- Good working knowledge of ITC technologies and computer applications e.g. MS Office (Word, Excel, PowerPoint), and ability to use Photoshop/ Illustrator/ InDesign is an asset.
- Excellent organizational, time management and analytical skills.
- Must be self-motivated and able to achieve results under minimal supervision.

### **HOW TO APPLY**

Application Deadline	20th November 2022
Type of Position	Fixed term, full-time
Report to	Executive Director, Chairman & Vice Chairmen
Working hours per week	40 hours (occasional evening representation and travel required)
Working location	Mazars Office, Floor 17, Mipec Tower, 229 Tay Son, Dong Da District, Hanoi
Start date	As soon as possible
Benefit	CEEC offers a competitive remuneration package including salary, insurance benefits, leave entitlement, flexible working patterns, and opportunities to work with other Business Associations, Embassies, and Vietnamese Governmental Agencies

Interested candidates can send your application including CV and motivation letter to [office@ceecvn.org](mailto:office@ceecvn.org)

We regret that only shortlisted applicants will be contacted.