

Admin Executive – HCMC

JOB DESCRIPTION

ABOUT THE COMPANY

ERAI ASIA is a Vietnam-based & French-owned business consulting company with 10+ years 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.

We genuinely care about people as our assets are our people. We encourage our team to work with passion, grow together, and put quality in the first place even the smallest task.

In the development of the business, we are looking for a self-motivated and multitasking Admin Executive to join our team in HCMC.

MISSIONS

- Front Office & Administration
 - Provide high-quality reception services - including the reception area, mail, welcoming and accompanying guests, and handover in and out...
 - Provide customer service by preparing correspondences and fulfilling customer needs.
 - Monitor and proactively purchase office supplies
- Facility management
 - Monitor the office, work station condition and work environment status closely; follow the maintenance and repair of damaged equipment and machines for stable operation
 - Contact the landlord and vendors to ensure requirements meet in service quality, security, and safety
 - Supervise the work of cleaners, gardener & security team
- Support for complex immigration procedures
 - Support to monitor implementation and accomplishment of immigration applications
 - Provide consistent and clear communication throughout the process: offering support, advice, and solutions whenever necessary.
- Follow document circle life

QUALIFICATIONS & SKILLS

Education: Bachelor degree in Business Administration or in related fields such as secretarial, administrative, customer service...

Experience: Minimum 2 years of experience in Administration or similar role, with a 'best practice' approach to customer service

Languages: Native Vietnamese; English communication is a MUST; Knowing French is a plus

Skills:

- Excellent communication skills with the ability to influence and negotiate across a wide range of Vietnamese and foreign staff.
- Prior experience in working with different government officers is a plus
- Display a high level of initiative, effort, and commitment toward completing assignments in a timely manner.
- Integrity, trustful, positive thinking, open-minded, good listener, ability to learn quickly and work under pressure
- Teamwork, autonomy, carefulness, detail and customer-oriented

Benefits:

- Motivating salary and bonus depending on skills and experience
- Great facilities to work, a laptop is provided (HD screens if needed)
- Personal development: training courses/ workshops/seminars
- Private health insurance
- Annual leave 15 days
- Transportation allowance
- Comfortable, multi-cultural, and welcoming office environment
- Outdoor activities and team building
- Tea and coffee break, kitchen at work, swimming pool, and garden
- 13th-month salary

LOCATION: 80% District 2, 20% District 1 - HCMC

WORKING HOURS: Monday to Friday, 8:30 – 12:00 & 13:30 – 18:00

CONTACT: thin@eraiasia.com