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*Investing in local leaders to create global change*

Administrative Officer

*1 position, based in Vientiane*

Job Description

* This position will support the Administration department’s management
* As part of an experienced administration team, you will help coordinate daily managements through the duties outlined below.

Responsibilities

* Manage the day-to-day operations of the office, including scheduling meetings and appointments, organizing files, and handling correspondence.
* Responsible for liaison with government officials
* Responsible for renew visa, vehicle’s licenses and insurance
* Managing office supplies and ordering new supplies as needed
* Hiring maintenance vendors to repair or replace damaged office equipment.
* Purchasing office supplies, equipment, and furniture.
* Arrange travel and accommodations
* Act as the point of contact between executives and internal/external stakeholders.
* Coordinate travel arrangements for executives and handle related logistics.
* Maintain a safe and secure working environment by ensuring compliance with health and safety regulations.
* Organize and maintain the office filing system, including electronic and hard copy documents.
* Process and track invoices, purchase orders, and other financial documents as required.
* Maintain the fixed asset register
* Manage inventory of office supplies and equipment and order new supplies as needed.

Requirements

* A four-year college degree in business administration or a relevant area of study
* Minimum of three years of previous experience in a similar role
* Demonstrated ability to work effectively under pressure
* Strong communication skills, both written and verbal in English
* Good interpersonal skills with the ability to build strong relationships
* Good listening skills, with high levels of attention to detail
* Strong working knowledge of Microsoft office platforms
* Ability to multitask and prioritize own workload

*Interested candidates must submit their CVs, along with all other supporting documents to: Village Focus International (for Finance Officer), Ban Phonsavan Tai, Unit 14, House #207, Sisattanak District, Vientiane, Lao PDR / Tel: +856 (0) 21 312519.*

*Email:* [*athithane@villagefocus.org*](mailto:athithane@villagefocus.org)*, not later than 30 June 2024.*