



The Asia Foundation's Lao PDR Office in Vientiane is seeking a motivated and recently graduated Lao national to join our team as a **Receptionist (Consultant)**. This position will be part of the Finance and Operations team and will play an important role in ensuring the smooth day-to-day running of the office.

### **Duties and Responsibilities**

- Manage front desk reception, including answering phones, greeting and escorting visitors.
- Ensure messages are accurately recorded and passed to the correct staff member in a timely manner.
- Manage the office meeting room booking diary and ensure the room is always prepared for use.
- Assist the Finance and Operations team with document scanning, photocopying, and other administrative tasks.
- Coordinate driver logistics and transport for staff, update the whiteboard, and arrange taxis as required.
- Record daily vehicle mileage and personal use of vehicles in the vehicle log.
- Record incoming and outgoing correspondence, and manage DHL pouch pickup/drop-off.
- Assist with basic office support needs (keys, lighting, batteries, reporting faults).
- Support the Operations Officer with government protocols for visas and work permits.
- Track office stationery stock and prepare lists of required items; assist with inventory of office equipment.
- Maintain telephone usage records and check mobile bills for submission to the Operations Officer.
- Carry out other tasks as requested by the Operations Officer, Finance and Operations Director, or Country Representative.

### **Qualifications**

- Minimum of a bachelors' degree (or college degree with 1 years' relevant workplace experience)
- Minimum 1 years of relevant work experience ideally in an international work environment
- Good English language skills (both written and spoken)
- Good organizational skills
- Cross-cultural understanding and interest
- Record keeping and documentation skills
- Computer literacy, including Microsoft Word, Outlook, and Excel.

### **HOW TO APPLY:**

Qualified candidates should submit a CV and cover letter before the deadline on **September 29, 2025**, to [country.laos.peopleandculture@asiafoundation.org](mailto:country.laos.peopleandculture@asiafoundation.org). Unfortunately, due to high application volume, only short-listed applicants will be contacted. The Asia Foundation is an equal opportunity employer, with personal and professional development opportunities provided to all staff. The Foundation adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.