



Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

Mission: Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Position Title: Administration Assistant (Lao Nationality)

The Administration Assistant provides administrative and operational support to ensure the smooth and efficient functioning of the office. The position assists with office administration, documentation, logistics, procurement support, asset and inventory management, travel arrangements, and general administrative services in accordance with organizational policies and procedures.

Key Roles and Responsibilities

1. Office Administration

- Provide day-to-day administrative support to ensure efficient office operations.
- Maintain filing systems and administrative records in both physical and electronic formats.
- Receive, record, distribute, and file incoming and outgoing correspondence.
- Maintain office supplies and coordinate replenishment when necessary.
- Coordinate office maintenance, utilities, and office equipment.
- Support the preparation of official letters, memos, reports, and administrative documents.
- Assist in maintaining staff attendance records and administrative databases.
- Ensure the office environment remains organized and functional.

2. Meeting, Event and Travel Coordination

- Arrange meetings, workshops, training sessions, and organizational events.
- Prepare meeting venues, materials, refreshments, and participant lists.
- Prepare meeting minutes when assigned.
- Coordinate travel arrangements, including transportation, accommodation, and travel documentation.

- Provide logistical support for visitors and official guests.

3. Logistics, Asset and Inventory Support

- Maintain and regularly update asset and inventory records.
- Assist in physical inventory and asset verification.
- Ensure organizational assets are properly tagged and recorded.
- Monitor office equipment and coordinate maintenance when required.
- Support transportation and logistics arrangements for field activities.
- Maintain vehicle logbooks and administrative records.

4. Procurement Support

- Assist in processing procurement requests and collecting supporting documents.
- Request quotations from suppliers as instructed.
- Prepare procurement documentation, including Request for Quotation, purchase orders, and comparison sheets.
- Follow up with suppliers regarding deliveries.
- Maintain procurement records and filing.
- Update the supplier database.
- Support procurement activities in compliance with organizational policies.

5. Compliance and Reporting

- Maintain complete and accurate administrative records.
- Assist in preparing monthly administrative and operational reports.
- Support internal and external audits by organizing administrative documentation.
- Ensure confidentiality of organizational information.
- Perform other administrative duties assigned by the Administration Manager.

Qualifications and Experience

- Diploma or Bachelor's Degree in Business Administration, Management, Office Administration, Public Administration, Finance, or a related field.
- Fresh graduates are encouraged to apply. Previous administrative experience is an advantage but not required.
- Good organizational and time management skills.
- Good interpersonal and communication skills.

- Proficiency in Microsoft Office applications, particularly Word, Excel, and Outlook.
- Ability to work effectively in a team and learn quickly.
- Good command of Lao and English, both written and spoken.

Expected Deliverables

- Well-organized office administration and filing system.
- Timely administrative support to all departments.
- Accurate and up-to-date asset and inventory records.
- Effective coordination of meetings, travel, and office logistics.
- Complete and properly maintained administrative documentation.
- Compliance with organizational administrative procedures.

Application Information

All interested candidates are required to submit their Cover Letter, Educational Certificates and CV via email info@gnlaos.org, CC: Chindavone@goodneighbors.org, laos@goodneighbors.org or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. **Salary 6,000,000Lak /month** Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 13th August 2026.**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	Until Dec 31, 2026 (Extension can be considered after performance evaluation).
Deadline	13th August 2026
Province	Vientiane Capital
Contact Name	Ms. Chindavone Philakone
Telephone	021 415711 or +856 20 5922 7222
Contact Email	info@gnlaos.org , CC: Chindavone@goodneighbors.org , laos@goodneighbors.org
Additional Information	Reports To: Admin Officer, Admin Manager
Attachment	
Last Edited	