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WE ARE HIRING!

Position Title: **Project Administrator cum Document Controller**

Reports to: Project Manager

Department: Facility Management and Campus Development

Employment Type: Full-time

Number of recruits: 1 (one)

Help us reimagine the University.

We are Fulbright University Vietnam (“Fulbright”), Vietnam’s first independent, non-profit, liberal arts university. We are an expanding international team of educational innovators, with deep roots in Vietnam, strong political and financial backing, and connections to educational institutions around the world. We believe in the power of collaboration, transdisciplinary thinking, and risk-taking, and we understand that effective education requires putting students at its center. Globally integrated but deeply embedded in Vietnamese society, Fulbright is dedicated to providing a world-class education, utilizing the latest advancements in institutional design, teaching, learning, technology, and other fields to create an institution that is both innovative and globally relevant. Importantly, Fulbright is committed to serving Vietnamese society through rigorous research and responsible civic engagement.

Our flagship campus will be located in Saigon Hi-Tech Park, in Ho Chi Minh City (District 9). Until phase 1 of campus construction is completed, we are located at Crescent Plaza, Tan Phu, in Ho Chi Minh City (District 7).

Roles and Responsibilities

1. Construction-related administration

- Responsible for construction project administration in budgeting and managing costs incurred in facilities, power and water consumption of construction works, and other project-related activities.
- Initially check submittals from the contractors, the local authority then deliver the submittals to Project Director (PD)/Project Manager (PM) for further review with notes.
- Assist in developing and growing relationships with local authority, subcontractors and vendors.
- Take responsibility of delivery crucial documents directly to the local authority in case of required.
- Support PD/PM to coordinate with other Fulbright departments and CBRE manager of Crescent Plaza building to manage work permit for the contractors when they require to access the operating area for preparing defects/ outstanding works.
- Prepare defects list with inputs from the construction team if required.



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- Assist PD/PM to organize/ arrange/ place meetings, calls, appointment with the suppliers/ the contractors/ the authority/ the designers/ etc.
- Assist PD/ PM to choose contractors and service providers such as pet controller, photocopy services, notarization services, cleaning service, telephone, internet providers.
- Manage site-car (commuting between campus in D.9 and other locations in HCMC).
- Implement and monitor of Office and HR Procedures.
- Utilization of the Electronic Project Management Control Systems (PMCS) such as: Procore, SharePoint, and the like;

2. District 9 campus site office administration

- Carry out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes and presentations related to campus development project.
- Welcome visitors and direct them to relevant office/personnel in D.9 campus.
- Assist with travel plans and business trip logistics for project team and visiting consultants.
- Manage meeting rooms for the team in advance.
- Prepare Letters and Reports in English with translation into Vietnamese and vice versa.
- Prepare Attendance Sheets, Meeting Agenda and take minutes at various administrative and operational meetings as requested.
- Be responsible to record and manage log files of all construction documents including invoices, payments, quality checks, job files, vendor files, and other files.
- Responsible for electronic tracking log for receiving and transferring project-related documents and maintain the filing system (hard and soft copy) in accordance with Fulbright procedures.
- Utilization of the Electronic Project Management Control Systems (PMCS) such as: Procore, SharePoint, and the like.
- Follow up with distribution of information and documents to project parties.
- Perform bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking to ensure the compliance with Finance procedures.
- Manage and control petty cash if required.
- Purchase office supplies, equipment, and furniture for the campus development project.
- Oversee the maintenance of office facilities, and equipment at the D.9 campus site office.
- Perform other relevant duties when needed.

Other duties

- Adhere to University standards, maintain compliance with all policies and procedures.
- Contribute to team effort by welcoming new and different work requirements; explore new opportunities to enhance the services of the department; help others accomplish related job results as and where needed.



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What we look for

1. Education:

- Bachelor's degree is required.

2. Experience:

- At least 5 years of working experience as Project Administrator, Project Coordinator or similar role.
- Experience with process standardization, construction project and office administration.
- Prior working experience with a general understanding of construction and operations functions.

3. Knowledge, Skills and Abilities:

- High proficiency in English and Vietnamese.
- General project management knowledge.
- Proficient in Microsoft Office 365 Suite.
- A highly adaptable team player with a detailed-oriented mindset and interpersonal skills.
- Organizational, time-management and stakeholder management skills with the ability to multi-task and adapt to shifting priorities.
- Proactive attitude and strong work ethics.

What we offer

- Opportunity to be one of passionate team members who share the same belief in the transformative power of education and see the unique opportunity in creating a new university.
- Opportunities to participate in public talks, workshops, seminars, as well as other fun activities at Fulbright.
- A full network of supportive colleagues.
- A dynamic, innovative, and professional working environment.
- Intensive English-speaking environment.
- Competitive salary and high-end insurance schemes.
- Generous annual leave entitlement.

How to Apply

- Please email a cover letter explaining your interest in and qualifications for the position along with your resume to jobs@fulbright.edu.vn.
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

