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WE ARE HIRING!

Position Title: **Receptionist cum Admin Assistant**

Reports to: General Administrative Officer

Deadline: Open until filled

Date Posted: 3rd February 2021

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).

We are seeking a **Receptionist cum Admin Assistant** to join Campus Development and Facility Management team.

Scope of work

- Perform front desk management activities.
- Welcome, inform, register and guide visitors/ guests.
- Be responsible for handling enquiries and internal /external call transfers to appropriate team members. Record and dispatch the message when necessary.
- Update contact list of team members on time.
- Receive, sort, record and forward incoming mails to appropriate team members. Coordinate the pick-up and delivery of express mail services.
- Perform general clerical duties to include but not limited to: photocopying, scanning, faxing, mailing, and filing.



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- Assist the supervisor to arrange logistics for inbound and outbound business trips for all Fulbright staff/guests including, but not limited to, flight tickets, hotel booking, visa application, and transportation, etc.
- Assist with applying for various types of visas for visitors as requested.
- Participate in Fulbright events' logistics organization with relevant departments under the supervisor's coordination.
- Conducts weekly cycle counts of inventory and follow up purchase order and payment related to Office supplies and stationeries such as sim card ordering, cartridge refill, electricity payment, plants in campus, drinking water consumption, motorbike parking, drinking water testing, Grab + Vinasun services and so on.
- Keep records and update payment reports on filing Admin folders
- Collaborate with FUV courier for notarization of legal documents or important letters/files as and when required by HR and other departments.
- Comply with all company policies and procedures and adhere to company standards

Roles and responsibilities

- Understand about office hygiene, safety and security procedure
- Manage, maintain and ensure the reception area in tidy and professional image
- Handle visitors' complaints, provide appropriate solutions and responses based on hands-on training and experience; follow up to ensure resolution

Other duties

Contributing to team effort by welcoming new and different work requirements; exploring new opportunities to enhance the services of the department; helping others accomplish related job results as and where needed; and perform other duties as assigned by the supervisor.

Job requirements

- **Education:** Bachelor's degree in any discipline
- **Working experience:** 1-2 years working experience specialties in Administration and Customer service or related to Education field.
- **Work philosophy**
 - Make a commitment to complete every project you undertake.
 - Be passionate in working and contributing my role in reception and administration team.
 - Be inspired by the mission and vision of educational innovation in Vietnam.
- **Knowledge, Skills and Abilities:**
 - Excellent verbal and written communication skills in both English and Vietnamese



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- Good skill of MS Office (Word, Excel and Power Point)
- Multitasking and time management skill in a fast-paced environment
- High sense of customer service and interpersonal skills

What we offer

- 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
- Opportunities to participate in public talks, workshops, seminars, as well as other fun activities at Fulbright
- 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.

How to Apply

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

