



Australian Chamber of Commerce Lao PDR

We are Hiring

Open Position:

We are currently seeking 1 position for qualified and experienced Laotian candidates for “**Administrative Officer**” based in Vientiane Capital.

Please submit your application and CV to austcham@austchamlao.org

The deadline is on 15th January 2021

For more information, please check the Job Vacancy provided below.

<https://www.austchamlao.org/wp-content/uploads/2021/01/Job-Description-for-Admin-Officer.pdf>

Date starting: 15th February 2021

Duration of Assignment: 1 year

Work Location: 5th Floor NNN Building, Rue Bourichanh
PO Box 1526, Phonsinouane Village
Sisattianak District, Vientiane Capital, Lao PDR
Tel: 856 20 5787 4477

Requirements for Administrative Officer are:

Experience or College diploma and above in Accounting and Finance or Administration

C1 level and above English Language proficiency

Able to organize and coordinate events and manage strict deadlines

Readiness to take on responsibilities and ability work independently

Good communication skills and be able to interact and maintain good relationship with members

Resourceful and multitasking skills

Job Description for Administrative Officer

Title: Administration Officer

Reports to: The Employee will report directly to the representatives of the Employer, primarily to the AustCham Executive Director.

Liaises With: Members and business associates of the Employer and their representatives, and Contractors and consultants employed or engaged by the Employer.

Objectives: Meet Employer's Work schedules and expectations of clients and business associates as directed by the Employer.

Duties: In performance of the role of Executive Director, the employee undertakes to supply the services as follows:

- a. Represent AustCham at official events and functions:
- b. Manage the office, office supplies, internet, printer, reception etc...
- c. Monitor and respond to enquires received in austchamlao@austchamlao.org:
- d. Data entry of financial data into the accounting system:
- e. Assist in preparing a financial report to the board each month:



Australian Chamber of Commerce Lao PDR

- f. Assist with the process of membership – including assistance of collection of dues and membership database
- g. Assist in coordinating regular events and activities:
- h. Assist in Coordinating Board Affairs - agenda, minutes, and the maintenance of Corporate records:
- i. Assist in coordinating regular events and activities including Sundowners Networking events
- j. Assist in coordinating special AustCham events:
- k. Assist in update information (11 pages) on the website :
- l. Office management :
- m. Providing other services as may reasonably be requested by AustCham Executive Director from time to time.