



## Australian Chamber of Commerce Lao PDR

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### 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:
    - Government networking meeting
    - Workshop
    - Another chamber event
  - b. Manage the office, office supplies, internet, printer, reception etc...
    - Manage and prepared list budget each month (the cost with supplies) for require budget with Executive Director
    - Submit office payment on Wave account, Cash on hand record and Book record
  - c. Monitor and respond to enquiries received in [austchamlao@austchamlao.org](mailto:austchamlao@austchamlao.org)
    - Follow up AustCham admin email every day and reply back the emails (if some email not your respond please ask Executive Director)
  - d. Data entry of financial data into the accounting system
    - Submit cash on hand, LAK and USD bank account on the (Wave, Excel and Book record) system account program and report to Executive Director every months.
    - Submit cash on hand, LAK and USD bank account on the (Folder file) to Executive Director every months.
    - Prepared invoice and receipts for membership fee per each member (1 July - 30 June) period year.
  - e. Assist in preparing a financial report to the board each month:
    - Prepared a financial report each month for board meeting
    - Assist working with Auditor for AGM report period (1 July-30 June) every year.
    - Assist and Prepared document printing for support Board meeting every month
    - Assist and Prepared submit Board meeting minutes of each month keeping on the folder Australian Chamber of Commerce Lao PDR file.
  - f. Assist with the process of membership – including assistance of collection of dues and membership database:
    - Updated information of members (Register form, Business licence, Tax and Passport) to database system and Folder file each member.
    - Follow up and coordinate with members for collection their information (if someone missing information)



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- g.** Assist in coordinating regular events and activities:
  - Assist and support for coordinate to collect information cost with restaurant
  - Assist follow up email with register attending the event and activities
  - Assist and prepared activities payment
  - Assist and prepared copy and print all documents
- 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:
  - Follow up members register and submit on the (Business Connect Networking event) attending list
  - Prepared money change and update the receipts for Non-member fee
  - Prepared and update standing sign with sponsor logos (AustCham banner)
  - Submit attend list and event income to Executive Director
- j.** Assist in coordinating special AustCham events:
  - Follow up members register and submit on the ( Ball and Golf day event ) attending list
  - Prepared money change and update the receipts for Non-member fee
  - Prepared and update standing sign with sponsor logos (AustCham banner)
  - Submit attend list and event income to Executive Director
- k.** Assist in update information (11 pages) on the website:
  - Newsletter page
  - President page
  - Home page
  - Membership page
  - Members information page
  - Events
  - Gallery activities
  - Contact us
  - Banner sponsor show up Australian Chamber of Commerce Lao PDR
  - About us page
  - Publications page
- l.** Office management:
  - Cleaning and take care office room to be clean everyday
  - Assist and prepared meeting room
  - Respond and checked up drinking water and office stationary
  - Assist to take care of AustCham guests visit in the office (Serve drinking water and coffee as require)
- m.** Providing other services as may reasonably be requested by AustCham Executive Director from time to time.