

## Job Advertisement

**HELVETAS Swiss Intercooperation** is a Swiss iNGO operating in Laos since 2001 and aims to support the Government of Laos to achieve its socio economic development goal by supporting the rural communities to overcome poverty in a manner that is socially just, environmentally sustainable and economically viable.

We are a team of highly motivated professionals working in the HELVETAS Laos Programme Office in Vientiane. We are looking for a dynamic Lao national collaborator to fill the position as below.

<b>Job title</b>	<b>Receptionist / Office Assistant</b>
<b>Location</b>	Vientiane Capital
<b>Duration of contract</b>	The contract is for a full time position for a period of 3 years, pending a successful 2 month probation period. Extension of the contract is subject to the successful fulfilment of Job Description terms, performance review results and continuation of HELVETAS Laos Programme Office.
<b>Date of entry</b>	October 2015
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• Daily update and follow up the Country Director's calendar and meeting schedules and other tasks when required</li> <li>• Welcoming visitors with professional greeting in the office and over the phone</li> <li>• Receiving and transferring incoming calls, mails, documents to the relevant persons in the office</li> <li>• Daily record of incoming and outgoing documents</li> <li>• Meeting bookings on request</li> <li>• In coordination with Drivers and Logistic Support, process vehicle bookings</li> <li>• In coordination with Housekeeping services, ensure reception area, meeting rooms and other public areas are clean, presentable and organized</li> <li>• Manage display and presentation of PR and information materials</li> <li>• Maintain appropriate stock of basic office supplies and stationary</li> <li>• Support in translating documents (Lao to English and vice versa) and interpreting</li> <li>• Provide additional office and programme support as identified and mutually agreed</li> </ul>
<b>Profile/ Qualification</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Diploma or training certificate(s) in office administration or related</li> <li>• Min 2 years' experience working in office reception and administration related services</li> <li>• Self-directed, reliable, professional, effective coordination &amp; good interpersonal and communication skills</li> <li>• Honest, approachable, committed &amp; dynamic worker with high team spirit</li> <li>• Proficiency in MS Offices and email</li> </ul> <p><b>Optional/Desirable</b></p> <ul style="list-style-type: none"> <li>• Work in iNGO/local NGO environment &amp; interest in development &amp; related work</li> <li>• Advanced English or knowledge of an ethnic Lao language</li> </ul>

<b>Application address</b>	<ul style="list-style-type: none"> <li>• Please submit your application with a short letter of interest (including expected salary) and a CV (2 pages maximum) by email to <a href="mailto:viengarouna.khauthisen@helvetas.org">viengarouna.khauthisen@helvetas.org</a></li> <li>• By post mail to: HELVETAS Laos, PO Box 6367, Ban Phonthan Neua, Saysettha District, Vientiane Capital</li> </ul>
<b>Deadline for application</b>	<b>25<sup>th</sup> September 2015</b>
<b>Indication/ Remarks</b>	<ul style="list-style-type: none"> <li>• Detailed job description can be made available on request.</li> <li>• Only shortlisted candidates will be invited for interview.</li> <li>• Attractive salary and benefit package for the right candidate as per the HELVETAS Laos Policies and Procedures</li> </ul>

*HELVETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.***