



VACANCY ANNOUNCEMENT: EXECUTIVE ASSISTANT

AIP FOUNDATION

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit www.aip-foundation.org

WHO WE ARE

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, and Thailand.

We are looking for a local qualified candidate to fill the following position at our office in Hanoi, Vietnam

EXECUTIVE ASSISTANT

Duty station: Hanoi, Vietnam
Status: Full-time; Permanent
Application due: 31 January 2024 (applications will be reviewed on a rolling basis; early submission is highly encouraged)
Starting date: As soon as possible

POSITION PROFILE

Reporting to the President, this position ensures the smooth operations of the President's Office by providing professional support to operations, stakeholder engagement and special projects. The role involves a combination of administrative support, project coordination, communication support, streamlining and prioritizing workflows, and stakeholder management. This role has a wide degree of creativity and latitude to apply judgment and is responsible for confidential and time-sensitive materials.

KEY RESPONSIBILITIES:

- Assist the President by managing engagement with high-level external partners, Presidents of member organizations, and AIP Foundation's Board members.
- Schedule internal and external meeting requests, draft and document meeting minutes, and maintain an electronic filing system for the President's Office.
- Draft and refine correspondence, talking points, blogs, articles, and other communications for the President.

- Manage the President’s calendar and domestic and international travel, arrange complex and detailed travel plans, itineraries, and agendas. Compile documents for travel-related meetings; and manage the President’s expense reporting.
- Prepare responses to emails and correspondence. Answer or direct to appropriate team members when the President is traveling.
- Work closely and effectively with the President to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Research, prioritize and follow up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Escalate issues and critical deadlines at the right time to the President to ensure the smooth running of the President’s Office.
- Provide a bridge for smooth communication between the President's office and internal departments.
- Provide efficient and accurate administration and secretarial support.
- Manage special projects and perform other duties as assigned by the President.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor’s degree required, preferred in sale and marketing fields
- At least 5 years of experience in similar position at an International company/organization
- Good organizing skills and interpersonal skills; and the ability to work effectively in a team
- Work well under pressure
- Careful and detail oriented
- Flexible, patient & adaptable
- Deal promptly with correspondence
- Dynamic and professional
- Strong written and spoken English; and good at English-Vietnamese translation
- Good English and Vietnamese communication skills
- High degree of multi-tasking and time management capability
- Advanced computer skills, especially MS Office applications
- Honest and trustworthy

APPLICATION REQUIREMENTS

Applications are due **31 January 2024**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a cover letter, resume, and two references with their email address and telephone number to our AIP Foundation email address at: jobsvietnam@aipf-vietnam.org.

Applications will be carefully vetted – including working history and background checks. Incomplete applications will not be considered.