



# JOB ANNOUNCEMENT

Hanoi, 28<sup>th</sup> Feb 2020

**Job title:** Admin & HR Officer

**No of required posts:** 1

**Core responsibilities:**

- Business trip arrangement: Receive and check information on the Business trip approval and claim form for further approval; arrange appropriate accommodation for staff on business trip.
- Arrange daily transportation to all employees, company guests in best possible service and cost effective manners.
- Monitor consumption of gasoline of company vehicle and prepare monthly report; Follow up maintenance, periodic check, lubricant refill and spare parts replacement of company vehicles
- Monitoring Canteen & Coffee Room operation; Make monthly report and payment.
- Monitoring execution of Security Team to ensure security of the company.
- Providing Office facilities and Office cleaning.

**Job requirements:**

- University graduation (preferably in Business Administration or Psychology).
- At least one year experience in admin in Factory.
- Proficient in MS Office and computer skills
- Good English communication
- Willing to go to business trip/traveling to sites.
- Good Team player, customer service orientation & Good communication skill

**Working location:**

Successful candidate will work in the Factory, addressed at Noi Bai Industrial Zone, Soc Son District, Hanoi.

Telephone number: 02438378522

**Benefits:**

- ✚ Salary package: competitive, open for negotiation based on candidates' experiences and qualification
- ✚ 100% pay during probation time

**How to apply:**

Interested candidates are kindly invited to send application letter, CV, copies of relevant degrees/Certificates to Ms. Vu Bao Ngoc, email address: [vu.ngoc@zamilsteel.com](mailto:vu.ngoc@zamilsteel.com)

**Commencement date:** as soon as possible