



Changing the way the world sees.

JOB DESCRIPTION

JOB TITLE:	Administrative Intern	DEPT: Operations
REPORT TO:	Finance and Administrative Officer	DATE: July 2024

INTRODUCTION

Orbis International is a nonprofit global development organization dedicated to saving sight worldwide. Our mission is to preserve and restore sight by strengthening the capacity of local institutions in their efforts to prevent and treat blindness. Our goal is a world in which no one is needlessly blind, where quality eye care is available to everyone. Since 1982, ORBIS has treated and transformed the lives of more than 10 million people in 87 countries.

Orbis has been working in Vietnam since 1996, supporting the country's efforts to prevent and treat avoidable blindness, especially among children, marginalized rural communities, and people with diabetes. Orbis established a permanent office in Vietnam in 2003.

Orbis Vietnam works closely with the Ministry of Health, medical universities, and eye care institutions to strengthen the overall eye health system of the country. Orbis also implements training programs that are building the skills of entire eye care teams across the country – from health workers in rural clinics to eye surgeons in urban centers.

JOB SUMMARY

We aim at supporting the community, especially young generation, by providing the working opportunities in the organization. Internship program with Orbis enables students and fresh graduate to work in a recognized international organization, learning from leaders while sharpen their expertise as well as interpersonal skills.

The Administrative Intern will assist tasks under the supervision and instruction of the Finance and Admin Officer.

This position is 6-month contract and based in Hanoi.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- Maintain reception area clean and tidy
- Respond to incoming calls politely, take message and direct to relevant person
- Provide efficient service in distribution of incoming mail and dispatch outgoing mail; make sure the mails are filed physically (if needed) and electronically
- Support small purchase of office equipment, stationeries and other supplies in alignment with Orbis procurement policy
- Provide administration support and logistic arrangement to project meeting, workshop, seminar as assigned by supervisor.
- Support office events, donor visit, fundraising campaign, etc. when required
- Make travel arrangements for Orbis staffs, visitor including booking flights, arranging ground transportation, hotel accommodation and visa applications.
- Update calendars and schedule meetings when required

- Translate documents from English into Vietnamese and vice versa and taking minutes for meetings when required.
- Assist the Finance and Administrative Officer in calculation check, stamping, filing, photocopying and scanning documents
- Other relevant tasks assigned by the direct supervisor from time to time.

The position will ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

QUALIFICATIONS & SKILLS

- Vietnamese citizen
- University degree in English, social sciences, business administration, business management or in relevant fields
- A fresh graduate who is pursuing admin job and demonstrates interest in this position
- Ability to communicate effectively both in written and oral in Vietnamese and English
- Strong organizational skills to be able to handle multiple tasks
- Proficiency in Microsoft Office and be able to use automated office equipment and software programs
- Be trustworthy and patient
- Customer oriented mindset and attention to details
- Be a forward thinker and quick understudy with an aptitude to learn

BENEFITS

- Friendly working environment
- Internship allowance
- Travel allowance when on duty travel
- Free lunch in the office
- Opportunity to participate in group training for professional development
- A certificate from Orbis Vietnam upon completion of 6-month internship period

HOW TO APPLY

Please send your motivation letter and CV to the email admin.vietnam@orbis.org, cc sam.nguyen@orbis.org. Email subject should be "Application for the position of Administrative Intern"

Deadline for submission: no later than 17.00 on July 10, 2024

Only shortlisted candidate will be contacted for interview.

Please follow us on [Orbis Vietnam | Facebook](#) to learn more about what we are doing.

To learn more about Orbis International, go to <http://www.orbis.org>

Orbis is an Equal Opportunity Employer.

As a global organization, we welcome qualified applicants from diverse backgrounds and cultures who reflect the five Orbis values of Trust, Caring, Commitment, Accountability, and Excellence.