



PHUOC & PARTNERS
ATTORNEYS AT LAW

ADMIN STAFF

JOB DESCRIPTION:

- Controlling the office supplies, documents, equipment, stationery, and place orders when necessary;
- Overseeing the maintenance of office facilities and equipment;
- Communicating and arranging appointments with Client through the firm's online and offline channels;
- Managing meeting room bookings and timekeeping of staff;
- Supervising cleaning staff and cleanliness of office space;
- Managing agenda: doing bookings (hotels, tickets, cars, meetings, etc.) for office members;
- Managing firm publications;
- Assisting HR Team in organizing company events like interview, annual health check, team building, year-end party, birthdays, and other internal bonding activities;
- Updating staff database periodically;
- Managing the Company's Website, FB & LinkedIn Management (writing and posting articles, responding to customer inquiries, etc.);
- Updating internal information on website and other social platforms at the request of the Director; and
- Assisting staff in the administrative process.

028 3622 3522



recruitment@phuoc-partner.com



<https://phuoc-partner.com/>



Paris Hoang Kim Unit A5.01F- A6.01F, Ground Floor, Block A
31 Street No.1, An Khanh Ward, Thu Duc City, HCMC





PHUOC & PARTNERS
ATTORNEYS AT LAW

ADMIN STAFF

JOB REQUIREMENTS

- Age: 22 - 32 (Female), good-looking appearance
- 1+ year of experience in Admin roles
- Able to communicate in English both oral and written
- Able to work independently and under high pressure
- Logic thinking, careful, organization skill
- People relation skill, adaptable and flexible
- “Can-do” attitudes, proactive
- Responsible, enthusiastic, highly trustworthy
- Proficiency in the use of Google and the Microsoft Office Suite is required
- Having knowledge of marketing (website/SEO/social media) or basic video recording/editing is an advantage
- Detail orientated, problem solving skill
- Form: Official employee

BENEFITS: We offer safe and attractive jobs and comprehensive opportunities for our staff to constantly develop their skills and promote them according to their strengths.

- Competitive income compared to the market

028 3622 3522

recruitment@phuoc-partner.com

<https://phuoc-partner.com/>

Paris Hoang Kim Unit A5.01F- A6.01F, Ground Floor, Block A
31 Street No.1, An Khanh Ward, Thu Duc City, HCMC





PHUOC & PARTNERS
ATTORNEYS AT LAW

- Providing clothing, meal & phone allowance - Free parking fee
- Bonus and 13th month salary; Full SHUI policy & training opportunities
- Annual health check
- Laptop & attractive team-building activities, regular internal activities

028 3622 3522



recruitment@phuoc-partner.com



<https://phuoc-partner.com/>



Paris Hoang Kim Unit A5.01F- A6.01F, Ground Floor, Block A
31 Street No.1, An Khanh Ward, Thu Duc City, HCMC

