HELVETAS is a Swiss and German registered non-profit international development organization operational in 30 developing countries around the globe. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. HELVETAS Myanmar works in three key areas: Sustainable and Inclusive Economies, Skills Development and Governance and Peace. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organization, which promotes inclusion, diversity, respect and fair treatment for and between employees, partners, and communities.

We are currently looking in Yangon Program Office for a committed, experienced and reliable person.

**ADMINISTRATION ASSISTANT (100%)**

**OVERALL RESPONSIBILITIES**

- Receiving and Greeting visitors (“receptionist”) in a courteous, professional manner, arranging couriers, receiving deliveries and similar.
- Organizing and managing schedules and calendars for meetings rooms
- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies/services at all times
- Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed as per procurement guidelines
- Offer assistance in organizing events, including ordering materials and requisitioning meeting spaces
- Organize travel arrangements especially for flights, vehicle rentals, safety, and security documentation and so on.
- International staff, volunteers, interns and visitors receive their residence permits, visa and travel authorizations in time
- Perform other general office administration duties of the office as required
- Provide any other assistance as assigned by line manager and supervisor

**YOUR QUALIFICATIONS**

- Degree in relevant field or diploma in Administration, etc. additional qualification as an Administrative assistant or Secretary will be a plus
- At least three years' relevant working experience in the administration
- Knowledge of office equipment, like printers, fax, copier machines
- INGO/ NGO background is preferable
- Proficiency in MS Office (MS Excel, Word and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills in both Myanmar and English
- Strong organizational skills with the ability to multi-tasks

**WE OFFER YOU**

An open-ended local contract, a fair compensation package, a multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including motivation letter, work certificates, diplomas and three references by 15 March 2024. Only shortlisted candidates are contacted. Interviews will be a combination of verbal and practical/technical exercises in Myanmar and English.

Please send your electronic application to hr.mmr@helvetas.org.