



VNHelp

500 E. Calaveras Blvd #235 • Milpitas, CA • 95035 • USA

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VNHelp is a non-profit organization founded in 1991. Our mission is to assist disadvantaged individuals and communities in Vietnam to achieve self-sufficiency through sustainable solutions in the areas of health, education, and economic development.

The organization aims for rapid growth in the next few years and is looking for talented individuals with a passion for public service. We currently have three openings for Communication & Public Relations Director (USA), Vietnam Program Development Director (VN), and Executive Assistant (USA). Salaries are negotiable depending on the experience of the candidates. We also welcome volunteers for the positions.

Position: Executive Assistant

(Part time or full time)

The Executive Assistant will work at the VNHelp's office in Milpitas, CA. This person will handle the VNHelp's administrative tasks and office management.

VNHelp's administration includes bookkeeping, data entry, office correspondences, answering to email and telephone inquiries. The Executive Assistant will assist the Executive Director in the day-to-day work and will also assist the Fundraising Team and Vietnam Project Team as needed.

Qualifications:

- Detail oriented and well organized
- Have basic verbal communication skill to answer telephone inquiries (English is preferred, but it's okay if this individual is more effective in Vietnamese)
- Have basic writing skill to write short email and short letters (English is preferred, but it's okay if this individual is more effective in Vietnamese)
- Familiar with common office software
- Familiar with social media
- Willing to attend meetings on weekends and evenings when needed

Interested individuals please send resume via email to thu@vnhelp.org.

web <http://vnhelp.org>