



Job position: Secretary

Due to the development of the School of Languages, we are looking for an Office Secretary with the information below:

Qualification	Bachelor's or Master's degree
Starting salary	<ul style="list-style-type: none">• 8.000.000 đ - 11.000.000đ (Bachelor)• 13.600.000 đ – 16.000.000đ (Master)
Benefits	<ul style="list-style-type: none">• Shuttle bus from Ho Chi Minh City Center to Thu Duc Campus• Annual travel• Insurance policy• Full social, health and unemployment insurance according to the Labor law.• Participate in relevant professional training courses• Others.
Major	English Language, Business Administration, Office secretary, Office Administration, Clerical Administration, Law Secretary, or Finance and Accounting, or Banking
English skill, eg. equivalent to IELTS 6.5 or higher	Minimum equivalent to IELTS 6.0, TOEIC 570, or Foreign Language level 4/6
Computer skill	<ul style="list-style-type: none">• Use office software (Microsoft Word, Excel, PowerPoint, PDF, Scanning...)• Use email and communication tools.• Electronic document management, for example Google Drive, Dropbox, OneDrive.• Search for information online.
Other skills	Communication skills, administrative document drafting skills, notetaking skills
Working Experience	Office staff (at least 1 year experience)
Other requirements: if any	<ul style="list-style-type: none">• Make detailed work plans;• Time management: determine the time to complete the deadline on time;• Arrange documents properly and easily access the documents when needed.
Responsibilities	<ul style="list-style-type: none">• Support and manage paperwork, office support, ensure effective workflow and operations;• Work schedule management: Handle and arrange work schedules, exam schedules, projects, and thesis committee schedules; schedule meetings, book meeting rooms, assign teaching subjects, and mark time for lecturers and students;

- Information and document processing: Collect, process, and manage information and office documents, including drafting, typing, editing, and copying documents;
- Handle official dispatches and documents: Handling incoming and outgoing official dispatches, preparing reports, submitting signatures, sending reports, statistics, documents and letters to relevant parties; Prepare contracts and remuneration payment documents
- Records and document management: Archive faculty and student records and office documents, ensuring record integrity and security;
- Prepare meetings and take notes: Prepare documents, materials, and equipment for meetings and write meeting minutes;
- Communicate with the Board of Deans, faculty assistants, lecturers, students, parents, contact departments in the school (call, answer emails);
- Coordinate and share information related to work with the Board of Directors, faculty assistants, lecturers, students, and departments in the school;
- Support the organization of exams, tests, and assessments;
- Office management: Ensure neatness, cleanliness and safety of the working environment and manage office items and utilities;
- Perform other tasks as assigned by the Board of Deans, and the University.

Candidates send your contact information via the form (Office of Human Resources Management - International University will contact you) @

<https://docs.google.com/forms/d/e/1FAIpQLSeEHRm7F3mUg8MSsX82I5h-D6TpVhTbqRC2luwdHOaelhoavA/viewform>

Candidates also send your related documents for job application to Recruitment IU
<recruitment@hcmiu.edu.vn>

Best regards,

School of Languages