



Interflour Group

Job Description



Job Description

JOB TITLE	
Project Administrator	
DEPARTMENT / UNIT / COUNTRY	
IFV/Vietnam	
REPORTING TO	
Group Project Director	
Role	
This position description details the objectives, responsibility and authority for the Full Time role of the Project Administrator on the Project for and on behalf of Interflour Vietnam (IFV).	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University Degree in Business Administration/Law/Project Management/... • Two (2) year working experience in the same position
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> • Fluent in English • Good computer skills (Word, Excel, PowerPoint) • Result & detail oriented • Strong interpersonal and communications skills • Able to travel between HCM office and Ba Ria site with company transport available or meet the cost of transport if required

AREAS OF RESPONSIBILITY (AOR)
Header
Definition
IN ORDER TO, what results
Project Document/Correspondence Management

- Creation/management of project documents/correspondence including contracts, cost reports, upgrading and upkeep of project working files as directed.
- Maintain accurate and organized manual, document or computerized filing systems; search, locate, retrieve and or track files in order to provide requested information; create new files and filing systems when needed.
- Review documents for completeness and accuracy; extract and compile data and other information for correlation into records or reports, copy and distribute information.
- Recommend improvements to the documentation management processes and reports.

Project Administration Management

- Monitoring and maintaining a proper administration management for the project
- Preparation of materials needed for meetings, conferences, appointments, presentations.
- Co-ordinate/participate in project kick off, progress and monthly meetings including the typing and distribution of Minutes of Meetings as required by IFG Project Director.
- Carry out general secretarial duties including typing/ preparing/ translating letters relating to project, arranging / following up ticket/ booking/ transportation arrangement.
- Assess and set daily and weekly work priorities. Operate standard office equipment. Operate a personal computer in order to translate/create/edit/update documents, forms, charts, tables, legal forms, etc.

Coordination with relevant project stakeholders for related jobs

- Maintain/ build good & long term relationships with Authorities / Contractors.
- Support and control the submission documents from Consultants/ Contractors/ Sub-Contractor.
- Direct the Consultants/ Contractors/Contracts Administrator to provide information as necessary to achieve the agreed objectives and targets.
- Support Project Accountant in checking and submitting the payment progress claims to IFG Group Project Director for approval.
- Participate the ISO-HACCP project as assigned by IFV Infrastructure Project Manager.
- Assist in solving problems found on site i.e. Incorrect Documentation, H&S Issues etc.
- Perform related ad hoc duties as assigned by IFG Project Director.