

Role Description

Admin Assistant (Vientiane, Lao PDR)



Overview:

DFDL is a leading international law firm specialized in frontier markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, Indonesia, and Singapore.

With a team of over 140 local and foreign lawyers and advisers in 10 offices in Asia and three collaborating firms in Cambodia, Indonesia and the Philippines, we provide expert advice and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate and M&A
- Energy, Mining, and Infrastructure
- Real Estate and Construction
- Taxation

Position:

Reporting to the Finance and Admin Manager, the Admin Assistant is to provide excellent administrative support to staff members.

Reports to:	Finance & Admin Manager
Key external relationships:	Current and potential clients
Key internal relationships:	Finance & Admin Manager, Management, all lawyers and other support staff
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Permanent, Full Time
Applicants eligible:	Lao citizens and permanent resident only
Location:	Vientiane, Lao PDR
Start date:	TBC
Working hours:	9 am – 12 pm, 1–5 pm, Monday to Friday

Main duties of the role:

Tax and Legal

- Assist in preparation of monthly and annual tax returns.
- File tax returns and tax payments before the required filing dates.
- Other work as assigned by legal advisers and Partners.

Admin

- Keep records and process new applications and renewals for work permits, stay permits, business visas, visas for other countries and driver licenses for all foreign staff in Lao to ensure no lapses.
- Ensure that local staff health insurance is up to date and renewed.
- Ensure vehicle and building insurance policies are up to date and renewed in a timely manner.

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- Ensure all vehicle inspections are up to date and renewed in a timely manner.
- Manage the purchasing of kitchen, office and first aid supplies.
- Help organize special office functions, e.g. seminars, major parties, and functions with Government departments.
- Assist in repair and maintenance on non-IT office equipment including doing maintenance or making repairs directly, identifying vendors, soliciting quotations, assessing quotations, supervising repairs and maintenance by vendors, etc.
- Responsible for routine maintenance on firm's 4-wheel vehicles (oil change, filters, etc.). Monitor vehicles for more serious conditions or damage and coordinate repairs.
- At the end of the day check that all air conditioners are off, doors and windows are closed and locked and lights are off in the buildings.
- Print or copy documents when requested to by advisers, and record that information on printing/copying record form.
- Provide admin support or seminars and similar events (sending and receiving email communications, creating registry of attendees, acting as registrar at event, coordination with various parties including venue staff, etc.)
- When the Receptionist is away help cover the reception desk.
- Undertake other duties as may be required of you from time to time.
- Assist accountant with payment of bills and collection of payment;

Competencies, Knowledge, and Experience Required:

Essential skills & experience:

- Excellent verbal and written communication skills in English and in Lao;
- At least three years' experience in administration or similar position;
- Knowledge of administrative and clerical procedures;
- Able to multitask;
- Experience in working with people from varied cultural backgrounds;
- Knowledge of MS Outlook, MS Word and MS Excel at an intermediate level;
- Well organized;
- Friendly and approachable, with good people skills;
- Reliable and punctual; and
- Has initiative and able to make decisions independently.

Contact Details:

Mr. Steven Major, Email: steven.major@dfd.com

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position, then send E-mail to steven.major@dfd.com or submit at Phai Nam Road, House No. 004, Xieng Yeun Village, Chanthabouly District, Vientiane, Lao PDR.

The closing date for applications is 19 May 2017.

All applications and expressions of interest will be treated confidentially, being reviewed only by senior management and our Human Resources team.