

**VACANCY ANNOUNCEMENT – P004**

Job Title:	ADMINISTRATIVE ASSISTANT	Job Category:	SUPPORT
Department/Group:	D PLACE	Job Code	P004
Location:	YANGON	Travel Required:	YES
Level/Salary Range:	FTR-1	Position Type:	REGULAR
Reports to:	SERVICES MANAGER	Date posted:	November 26, 2014
Supervises:	NONE	Posting Expires:	December 5, 2014

D's Info

D's Place is a Consultancy Services, was founded in December 2011 by young Myanmar Community Services Professionals returning from their assignments abroad with international organizations. D's Place expects to fulfil the needs of business organizations, marginalized communities, civil society groups and NGOs in Myanmar.

D's Place is looking for a dynamic team member to join its operation team as a **Administrative Assistant**.

Qualified person with disability, sex worker, MSM, PLHIV are strongly encouraged to apply.

Applications Accepted By:

E-MAIL: HR@THEPLACE.COM

Subject Line:

Attention: Recruitment – Job Title – Job Code

APPLICATION: Kindly complete D's Place Application Form attached with this announcement or download it from www.thedplace.com/downloads

Job Description**ROLE AND RESPONSIBILITIES**

Under the direct supervision of Services Manager, the Administrative Assistant performs the following duties:

- Answers phone calls and log call information and give information to customers and clients on company information, services provided by companies and refer to senior managers if necessary
- Ensures bills are paid and payments are received on due dates;
- Acts as company representative and receives cash/cheque in hand from company customers and withdraw cash from corresponding banks and update the bank passports
- Purchases car/flight/train tickets for office travellers
- Makes money exchanges at authorized counters
- Ensures the office space is tidy and look professional, water supply is sufficient all the time, office equipment are maintained properly
- Welcomes visitors and make coffee/tea for them if necessary
- Performs other duties as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Completion of secondary education; bachelor's degree in any faculties (preferred)
- Basic computer knowledge of word-processing, spreadsheet, email client and presentation software
- Fluent speaking and writing skills in Burmese and basic knowledge of English is required

PREFERRED SKILLS

- No experience required but administrative or secretarial experience in business companies an advantage
- Be a team player
- Willing to learn and adapt with modern information and communication technology

ADDITIONAL NOTES

Attractive remuneration package, medical benefits, annual leave, flexible working hours, in-house career development trainings, opportunity to work with different communities and businesses

Reviewed By:	Services Manager	Date:	November 26, 2014
Approved By:	Director	Date:	November 26, 2014
Last Updated By:	Services Manager	Date:	November 26, 2014