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## **GRAND RECRUITMENT 2015**

### **JOB DESCRIPTION**

#### **VIETABROADER CAREER SERIES**

#### **LOGISTICS TEAM**

##### **A. FUNCTIONS**

As a member of the Logistics Team, you will work closely with other teams to handle the logistics work for the career talks. Members of the Logistics Team play a very important role in keeping all activities, including but not limited to the press conference, training workshops, and the career talks, running smoothly and efficiently.

##### **B. AVAILABLE POSITIONS**

- 2 Managers (1 for Career Talk in Hanoi, and 1 for Career Conference in Ho Chi Minh City)
- 4-6 Assistant Managers (2-3 for Career Talk in Hanoi, 2-3 for Career Conference in Ho Chi Minh City)

##### **C. TIME OF WORK**

- Expected working period: April 22 – July 31<sup>st</sup>
- Expected time needed to be in Vietnam: May 15<sup>th</sup> – **July 31<sup>st</sup>** (the returning date to Vietnam can be discussed during the interview for candidates who study/live abroad)
- Expected working hours: minimum 3-5 hours/ day

##### **D. RESPONSIBILITIES**

- Work with Program Team to find suitable venue(s) for the career talks.
- Print and prepare the materials (banners, booklets, etc.) according to the need of other teams.
- Take initiative to suggest buying necessary props even before required by other teams.
- Make sure all the receipts are kept.
- Recruit and train volunteers for the workshops and the career talks (collaborate with other team on the application form and volunteer's job description).

##### Additional Responsibilities for Manager:

- Report directly to Host
- Lead and manage all Logistics members
- Assist Chair/Host in writing the Career Conference/Career Talk 2015 report.

##### **E. QUALIFICATIONS**

- Undergraduate or graduate students
- Result-oriented, detail-oriented
- Negotiation skill
- Organizational and management skills
- Team-cross collaboration skill
- Have and can ride scooter/ car in Vietnam



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Additional Qualifications for Manager:

- Strong leadership skill
- Excellent internal and external communication skills
- Ability to take initiatives and lead a team with diverse backgrounds
- Ability to work in fast-paced environment and under pressure

**F. RECRUITMENT INFORMATION**

- Round 1: Application round. Deadline: **11:59 PM April 5<sup>th</sup> (EST)**
- Round 2: Interview round for applicants who pass Round 1 only.

**G. CONTACT INFORMATION**

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