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GRAND RECRUITMENT 2015

JOB DESCRIPTION

iLEAD 2015

LOGISTICS TEAM

A. FUNCTIONS

Logistics Team members are responsible for the logistics work of iLead 2015. Working closely with Program Team and Project Leader, this behind-the-curtain team will facilitate and execute the material aspects of the project.

B. AVAILABLE POSITIONS

- 3 Assistant Managers

C. TIME OF WORK

- From mid-May:
 - Around 4 hours/week (not including meetings & event days)
 - Offline meeting: 1 meeting/week (1 hour/meeting)
 - Event days (full attendance): at least 4 hours/event day
- Note:
 - Candidates must be present in Ho Chi Minh City from the beginning of June till the beginning of August
 - Each week's work include: (1) independent work (either online or offline, do not need the presence of the whole team), (2) offline meeting, and (3) event day

D. RESPONSIBILITIES

- Find affordable venues that meet the demand of Program Team
- Print and prepare materials (booklets, handouts...) according to Program Team's needs
- Manage financial and material resources of the project
- Assist project leader in writing project report

E. REQUIRED QUALIFICATIONS

- Detail-orientedness
- Negotiation skills
- Dedication
- Ability to travel and navigate around the city with ease (motorbike preferred)

F. DESIRED QUALIFICATIONS

- Schedule-orientedness
- Good organizational & management skills
- Flexibility



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- Resourcefulness
- Willingness to learn

G. RECRUITMENT INFORMATION

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

H. CONTACT INFORMATION

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