Administrator

Recruitment Information

Job Code:		**Industry:**	Hành chính / Thư ký; Thu mua / Vật tư
Location:		**Type of contract:**	Permanent Employee
Salary:	Competitive	**Type of job:**	Full Time
Career level:	Experienced (Non - Manager)	**Qualification:**	Bachelor
Age:	Unlimited	**Other extras:**	

Company Description

Trends & Technologies, Inc. (TTI), is a leading Solutions Provider for Information and Communication Technology (ICT) in the Philippines and had established a new operation in Viet Nam. The company provides Systems Integration solution of Voice, Data, Video, Customer Care, and Security to different market sector. Trends & Technologies Inc. Viet Nam Co Ltd., (TTIV) is a 100% Foreign-Owned Company that operated since 2007 with a local Viet Nam Licenses. Initially a Ha Noi representative office was established then another main branch in Ho Chi Minh City, Da Nang is the next branch TTIV plan to open by 2009. In plan expanding the operations, we are looking for qualified candidates with right attributes and drive to be successful with us.

Job description

It is the function of the project administrator to provide administrative and secretarial support, candidate"s main duties will be to support the engineering staff on a daily basis.
1. Communicate with relevant department where any issues relate to purchasing.
2. Be responsible to buy all tools, materials; office supplies, follow up & control purchasing process to meet its' standards of price, quality, timing and reliability of suppliers.
3. Do pricing proposal or quotation which based on the customer's requirement.
4. Follow up on deliveries and shipments.
5. Co-ordinate with accounting dept to compare the number, follow up the stock and statistic of price different levels.
6. Build and develop relationships with key suppliers.

Skills required

1. Experience
- Graduate of bachelor's degree
- At leasr 01 year working experience in purchasing.
- Have a good command of English, including speaking, writing, reading.
- Have strong MS Office skills, particularly on Excel & Word.
- Experiences of working in telecomunication or, construction is an advantage.

2. Personality:
- Good negotiate skill, proactive and high responsible in work
- Be both independent and good team player
- High ability to work under pressure to meet deadlines
- Have intention of long-term commitment with the company

Successful candidate will enjoy good working conditions in friendly and dynamic environment, a clear career path with opportunities for promotion, competitive benefits and compensation as well as excellent policies of training and development.

Interested, qualified candidates are invited to send us CV in English to email before 30th June 2012.

Other Information

Probation time

Working time

Working experience	1 year(s)
Training opportunities	
Colleagues	
Annual leave	
Benefits	

Contact Information

Please login to view contact information of employer.
If you do not have account, Click here to register.