



## RECRUITMENT INFORMATION

**LUNE PRODUCTION** is looking for candidates with proactive working attitude, an open mind, passion to work in art & culture industry and fluent English skills for following position:

**Position** : **OFFICE ADMINISTRATOR**  
**Report** : COO - HCM  
**Working location** : 151/13 Dong Khoi St., Dist.1

### **I/ RESPONSIBILITIES:**

- Provide administrative assistance to staff and management;
- Purchase office supplies and stationery;
- Find the competitive suppliers of stationary, maintenance, material and working equipment suppliers then contract signing execution;
- Support to organize staff activity, internal events;
- Coordinate travel and lodging accommodation for staff and visitors;
- Preparing all relevant reports;
- Assist in other administrative support as requested from direct supervisor, management team.

### **II/ REQUIREMENTS:**

- Student at College/ University in related majors: BA, Commerce, Human Resources, ...
- Fluency in English;
- Communication and negotiation and convincing skills;
- Planning and organizing skills;
- Ability to work effectively within a team;
- Accuracy and attention to detail;
- Having friendly and professional attitude.

Please kindly send your CV via [humancapital@squaregroup.com.vn](mailto:humancapital@squaregroup.com.vn)

**HUMAN CAPITAL DEPARTMENT**