### Contents

1	Research and Development	2
2	Digital Marketing	2
	Administrative Officer	
	IT Helpdesk	

## 1 Research and Development

No	Task	Notes
1		
2		
3		
4		
5		

# 2 Digital Marketing

No	Task	Notes
1		
2		
3		
4		

### **3** Administrative Officer

No	Task	Notes
1	Taking care of staffs' benefits: healthcare insurance, annual	
	health check, etc.	
2	In charge of purchasing and maintaining office	
	inventory/equipment control	
3	Assisting in the preparation of contract documents;	
	proofreading and tracking contract, invoice documents.	
4	Assisting in the preparation of contract documents;	
	proofreading and tracking contract, invoice documents.	
5	Taking care of transportation matters: work permit, visa,	
	flight, accommodation, taxi.	
6	Producing and distributing correspondence memos, letters	
	and forms.	
7	Determining the administration issues and resolving them for	
	smooth office operations.	
8	Organizing internal events: Annual Trip, Family Day, Birthdays,	
	Barbeque, Tet Party, Team Buildings, Celebrations, Business	
	Trips, etc.	
9	Supporting external events: Job Fair, Career Day, Open Day,	
	etc.	
10	Planning and overseeing the strategic admin operations of an	
	organization unit;	
11	Providing excellent customer service to staff regarding all	
	office policy, guidance, procedures and requirements;	
12	Establishes, develops, and maintains positive vendor	
	relationships; oversees the identification, investigation,	
	securing and monitoring of new supply sources; interviews	

	vendors regarding new or improved products, practices, and	
	methods;	
13	Maintains official assets and files of procurement, property,	
	leasing agreements and related documents;	
14	Coordinating and integrating work processes across section	
	and program lines and troubleshooting related processes;	
15	Coaching and developing staff and other HR work;	
16	Performing other duties as assigned includes but not limited to tracking and issuing taxi cards, grabs, employee car cards,	
	booking airline tickets, hotels, supporting visa procedures,	
	stationery, employee cards, paying office expenses.	
17		

		1
1	Manage department's assets/ equipment/ facilities	
2	Welcome new staff, arrange PC, email, encryption accounts	
	and others related issues for new joiners; do the exit checklist	
	for resigned people.	
3	Support purchasing process (contacting vendor, getting good	
	quotation, raising work-on, receiving goods and proceeding payment).	
4	Set up meetings/workshop and ensure DH to follow calendar	
4	smoothly.	
5	Support invitation letter, accommodation/ transportation/	
)	hotel booking.	
6	Welcome and support guests (welcome, drinks, fruit,	
	preparation, lunch and dinner booking).	
7	Support travel arrangement for DH (visa, insurance,	
	transportation, hotel and flight booking, advance and claim	
	settlement).	
8	Follow up maintaining and fitting out process when needed.	
9	Check workload for cleaning ladies.	
10	Update department organizational chart and prepare reports if	
	required.	
11	Support Departments event (workshop, town hall) and	
	printing (posters).	
12	Update process, procedures related to administration	
13	Process payment requisition for all the services including	
	rental, electric, security, cleaning, taxi, telephone, express	
	delivery, beverage, stationery	
14	Manage meeting room booking	

Support in welcoming guest, invitation letters, supporting	
accommodation, visa and travel, gift;	
Prepare for new joiners (PC arrangement, create User ID,	
phone, taxi card, welcoming new staff);	
Manage Department Employee List (Internal, external, intern)	
and Department Organizational chart;	
Support in organizing Department Events like Department	
meeting, Group Meeting, Workshops	
Purchase stationery, office equipment as per regulation;	
Manage and distribute department asset (PCs, mouse, key	
board, RAM, monitor), prepare monthly asset report;	
Mange Lab asset (according to task assigned of lab manager)	
Support in receiving/sending courier;	
Support associates in daily arising topics;	
Other tasks assigned by Department Head.	

https://inside.lanecc.edu/hr/classification/administrative-specialist#:~:text=An%20Administrative%20Specialist%20works%20under,and%20coordinate%20tasks%20to%20completion.

### 4 IT Helpdesk

No	Task	Notes
1	Support end users (laptops installation and setup, issue	
	troubleshooting,)	
2	Maintain IT infrastructure network and system (Windows	
	servers, devices, software)	
3	Monitor the performance of network	
4	Diagnose and troubleshoot technical issues	
5	Maintain technical documentation of network	
6	Document input and report	
7	Inventory management	
8	Paperwork and document monitoring (delivery notes,)	
9	Manage assets	