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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	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 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	

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	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,a nd%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	

