

JOB DESCRIPTION

Company: FPT Software Co., LTD | akaBot (AKB Group)

Position: Admin Officer – AKB Group

Introduction

akaBot is among leading global RPA vendors with 1000+ business customers in 14 countries. We've gathered under one and only one goal, "to make history in the RPA SaaS industry." akaBot is on solid track to make business operation in 100k+ big enterprises & SMEs easier towards digital transformation through Hyper Automation. We dream of the impossible and work with the team members who make the impossible possible.

AKB Group is looking for an Admin Officer who is interested in the IT industry and software products (especially with B2B, SaaS model). We are proud to have a dynamic, flexible and open working environment but also seriously focusing on effective and efficient performance at work.

What will you do when you join the team

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy
- Manage agendas, travel plans and appointments for upper management
- Organizing meetings and internal company events, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases of personnel
- Support in recruitment process and process onboarding for newbies
- Manage the daily tasks assigned by the Director

Who you are

- o Proven work experience as an Administrative Officer, Administrator or similar role
- o Solid knowledge of office procedures
- o Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- o Strong organization skills with a problem-solving attitude
- o Excellent written and verbal communication skills
- o Attention to detail
- o Good organization, time management and scheduling skills
- o Strong communication skills
- o Ability to multitask

How to apply:

Interested candidates should send a resume and cover letter to:

VanNTH13@fsoft.com.vn

Deadline: 27th May 2022.