



HaskoningDHV Myanmar Co., Ltd.

The Company

Royal HaskoningDHV (RHDHV) is a leading independent, international project management, engineering and consultancy service provider with roots established in the Netherlands (HQ), the United Kingdom and South Africa. Ranking globally in the top 10 of independently owned, non-listed companies and top 40 overall, the company's 8,000 staff provide services across the world from more than 100 offices in over 35 countries. We specialize in industry, energy and mining, infrastructure, maritime and waterways, aviation, buildings, planning and strategy, rivers, deltas and coasts, and water technology. A first choice consultancy for major world challenges, our experts provide sustainable and pragmatic solutions for pit-to-port, food security and water scarcity, the development of mega-cities, sustainable infrastructure and energy resources.

RHDHV was one of the first Western Engineering companies to come back to Myanmar in 2012. Since then we have built up our local team to 30+ staff and have taken leading market positions in the port, river, buildings and industrial sectors. With the new government in office and increased International interest in the country we have strong growth plans. We want to be one of the main players in enhancing Myanmar society.

We currently have an open vacancy for **Office Manager** for our RHDHV Myanmar office.

We are looking for an Office manager to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

The successful applicants will be working in a very positive and professional environment. We offer on-the-job-training by international experts, good labor conditions.

1. Duties & Responsibilities

- Keeping an organized administration on staff related issues
- Manage day-to-day operations of a variety of office services to ensure that the organization's current and future administrative needs are met efficiently, reliably and economically
- Handle all administration matters
- Able to go out of the office for office affairs when required
- Manage contract and price negotiations with office vendors, service providers and office lease
- Plan in-house or off-site activities, like parties, celebrations and conferences
- Arrange the on boarding process for new hires
- Legal and Confidentiality:
 - Remain familiar with all local labor laws related to HR to ensure compliance

- Monitor and ensure on compliance of HR policies and practices
- Ensure security, integrity and confidentiality of data
- Provide & support the administrative affairs to the Finance Manager
- Ensure that all items are invoiced and paid on time
- Assist in the payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, assigning and monitoring clerical functions.
- Serve as the point person for office manager duties including:
 - a. Maintenance
 - b. Mailing
 - c. Supplies
 - d. Equipment
 - e. Bills
 - f. Errands

2. Position Requirements

- Bachelor's degree is a must.
- Must be able to read, write and speak English very good level.
- Good knowledge & experience in Microsoft Word, Excel, PowerPoint and Outlook.
- Able to work under pressure and work with international team
- Diploma/Degree in HR would be a plus advantage
- Must be a Myanmar Nationality

3. Required Competencies

- Good communication skill.
- Well organized and has firm personality.
- Curious and eager to learn and develop professional skills.
- Strong team player with unquestionable integrity.
- Practical problem solver.
- Highly efficient and accurate.

4. Benefit

- Monthly Salary (attractive)
- 13th month bonus
- Profit sharing
- Health Insurance from international company
- Reimbursement of medical expenses