

Royal HaskoningDHV – Employer Value Proposition Site Secretary FINAL

Purpose

In 2050 we will have welcomed two billion extra humans to our planet. We strongly believe everybody deserves an equal opportunity to lead a healthy, happy and prosperous life. Our ambition is to run a financially healthy business by putting our collective intelligence into practice with clients and partners to have a positive impact on people, our living environment and the economy. We are commercial savvy engineers, project managers and consultants who design smart cities, airports, ports, buildings and more; making them more environmental friendly and healthier. We reinvent industries; co-create clean energy and fresh water by using smart data and digitizing information flows and models and thus connecting the digital world with the physical world we live in. We drive inclusive sustainable development with our clients in areas that we master and can actively influence. Our purpose is to Enhance Society Together.

People

We've been around for more than 135 years. Our people are keen to positively change the future and leave a legacy. We are eager to innovate and co-create. Our networked organization of smart entrepreneurs connects the best and brightest people in the world. The behaviors that we like to see and display are renewal, curiosity, recognition and trust. We treat each other with respect and we recognize each other for who we are and what we do. We value teamwork, ownership and empowerment. We are responsible for our own results. Every person is a source of inspiration, every person in our company has the possibility to make a difference, from designing new business models to creating scalable solutions that solve the world's most pressing issues. Together we create a future to be proud of.

Technology

More and more, we connect the digital with the real world in an accelerating pace. Working together with our clients and partners, we use data and algorithms to translate insights into foresights. Combined with our expertise we can help our clients to solve new challenges and prevent problems. Next to our focus on applying BIM to all our engineering projects, we experiment with and adopt new technologies such as generative design, artificial intelligence, virtual and augmented reality. We help our clients in their digital transformation and we support our clients' business with better and faster execution of their ambitions. With this we add value to society and we grow a financially healthy independent business.

Let's Enhance Society Together.

We currently have an open vacancy for a position **Site Secretary**. We are looking for a professional with an open mindset, a strong drive, advanced collaboration skills, efficient worker and a "go & get done" mentality.

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 and the possibility for inter-company rotation.

Job Description:

- Handle daily documentation tasks.
- Filing and controlling Documentary library of the Property Projects.
- Maintain hard copy and electronic filing system.
- Drafting letters, reading, researching correspondence, collecting and analyzing information and initiating telecommunications.
- Produce information by transcribing, formatting, retrieving, copying and transmitting text, data graphics.
- Assist in Maintaining and planning meeting schedule, conferences, and teleconferences.
- Attend the site meeting and write minute of meeting (MOM) and then distribute the MOM to parties.
- Assist in translating documents from English - Vietnamese & vice versa.
- Perform general clerical duties such as: photocopying, scanning, faxing, mailing, and filing.
- Take a message for other team members when they're not available
- Maintain daily provision of facilities and services to the group including stationery & office equipment.
- Coordinate with other departments.
- Support the contractor to complete the as-built drawings and documents.
- Support the client to get the completion certificate to use the project.

Requirement:

- Vietnamese nationality, University qualification.
- Hardworking, Flexible skills, Reliable, Friendly, Self motivated, Independent, carefully & Team-work personality.
- At least 04 years of experience in secretarial position, prefer the candidates that have experience of working with projects in construction field.
- Good English, good skills of Microsoft office programs.
- Ability to work in long distance if there is requirement.

Notice:

- Please provide us CV in English with attached photo.
- Only suitable candidates will be contacted

Reports to: Resident Engineer/ Construction Manager

Salary/ Allowances: Negotiable

HR department

Address: Floor 6 and Unit 5.01 of Floor 5, Vista Tower, No. 628C Hanoi Highway, An Phu Ward, District 2, Ho Chi Minh City.

Email: Ngoc.Khanh.nguyen@rhdhv.com