



Office Administrator
Ho Chi Minh City

Who is Intelisys Aviation?

Intelisys Aviation Systems, with headquarters in Canada and a local office in Ho Chi Minh City, is an established leader in airline passenger reservation and cargo management software with their ameliaRES and ameliaCARGO products. Intelisys' software is in use by more than 45 airlines worldwide and we are looking for great people to join our team in Ho Chi Minh City. Intelisys boasts an open platform system that gives airlines the freedom to do more, bringing in maximum value and growth to their airlines. Our team is passionate about helping our airline clients thrive while enabling exceptional passenger experiences for air travellers worldwide.

We currently have an exciting opportunity for an **Office Administrator** to join our growing team.

The successful candidate will be an organizational powerhouse with a knack for bookkeeping and managing the important details that keep us going.

You:

- Are a perfectionist with a keen eye for detail
- Have experience making an office(s) the most efficient it can be
- Seek a high level of excellence in everything you do and consistently exceed expectations
- Pick up new skills and systems quickly and are always open to learning
- You are a self-starter
- Have a well-rounded skill set in office administration
- Are fluent in English and Vietnamese
- Have great interpersonal skills
- Enjoy working as part of a team, but also thrive working independently
- Love a challenge and can produce high quality work within tight deadlines

We:

- Value your ideas, talents and work ethic more than your background
- Love to ask "why not?" and "what is stopping us?"
- Celebrate a great idea
- Are passionate about helping our team members grow and develop throughout their careers
- Appreciate great questions
- Are constantly striving to improve and make our company better every day
- Have a tight-knit team who love to laugh and have fun together
- Put our customers first and have a deep appreciation for the airline industry



Duties and Responsibilities

- *Manage all reception duties and provide a professional reception experience over the phone and in-person*
- *Work closely with CEO to streamline and assist with administrative tasks*
- *Maintain detailed office records including AR, AP and office bookkeeping*
- *Procure office equipment and kitchen supplies*
- *Proofread and format documents*
- *Provide written and verbal translations for CEO correspondence and meetings*
- *Complete market research tasks*
- *Communicate with the building landlord and ensure utilities are paid on time*
- *Work with vendors to produce branded material*
- *Coordinate and respond to client requests*
- *Coordinate staff travel and reservations*
- *Plan and hold events such as company trips, outings, anniversaries*
- *Work closely with the Canadian office to ensure consistency of administrative procedures and processes*
- *Manage all tasks related to the office space*
- *Provide administrative support to all employees as needed*

Skills and Experience

- *3-5 years work experience managing an office setting*
- *Excellent written and verbal communication skills in English and Vietnamese*
- *Experience with bookkeeping, AR and AP is considered an asset*
- *Experience using Google suites to create documents and organize files*
- *Experience working as part of a small team*
- *Flexible, adaptable and open to learning new skills on-the-job*

Are you our perfect fit? We can't wait to hear from you.

Please submit your cover letter and resume to Dayna Lutes at dlutes@intelisysaviation.com