

# PROJECT COORDINATOR

Location: Hanoi

## ABOUT US

Emerging Asia Insights & Consulting Services Company Limited (“EAIC”) is a private consulting firm established in 2018 based in Hanoi. We advise organizations from the initial planning stage to full execution management with a focus on sustainability and innovation. We leverage our network of advisors, consultants, and strategic alliance partners for domain and functional expertise. Our on the ground team provides immediate support to both our domestic and international partners.

## JOB DESCRIPTION

We are looking for a Project Coordinator. The position is ideal for self-motivated individuals with a minimum of 2 years of experience. You will be a part of project team and help coordinate and execute respective projects in socio-economic development (Environment, Energy, Urban Planning, Transportation). Responsibilities include but are not limited to:

- Coordinate project tasks, work with stakeholders (local/central authorities, experts, ...) to execute the projects, follow up on the project’s situation and report to BOM
- Prepare project documents (Incoming-outgoing correspondence, Project proposals, Bidding documents, Technology-related certificates & licenses, General and summary reports according to the project's progress)
- Coordinate with in-house team on related tasks: legal team (in drafting contracts), accounting team (in procedures for guarantee, advance payment and other arising tasks)
- Monitor, manage and execute the process of acceptance, handover and settlement for contracts by phases
- Set up and support meetings/field trips (Meeting schedule; Trip coordination; Preparation of presentations, meeting minutes and follow-up documents)
- Receive, classify, arrange, evaluate information, documents and reports from departments and partners. Allocate those reports and documents to the relevant departments and parties in charge.
- Research and review industry news/reports, Government documents (laws, regulations, investment decisions, planning programs, bidding documents) to advise BOM on related policies, project opportunities
- Manage project working papers, documents and records in an effective and efficient manner
- Translating and interpreting documents as required

## JOB REQUIREMENTS

- Bachelor's Degree in management or related field, which may include economics, finance, business, legal, commerce, etc.
- Minimum of 2 years of experience in project management or administrative assistance

- Proficient knowledge of Microsoft Office software
- Strong written and verbal communication skills
- Excellent organizational skills, attention to detail and ability to meet deadlines and manage budgets
- Exceptional analytical, problem solving and resource planning skills
- Flexibility to travel to different sites

### **BENEFITS**

- Salary: VND 15.000.000 - 20.000.000 (*commensurate with experience and skills*)
- Competitive compensation and benefits package.
- Professional and friendly working environment.
- Opportunities to advance quickly and fast track your career.
- A team that is reliable and willing to listen and engage with every team member.

### **HOW TO APPLY**

Send your CV to our recruitment team at: [recruitment@eaicservices.com](mailto:recruitment@eaicservices.com).

Hanoi Office

4 Floor, 12 Hoa Ma, Pham Dinh Ho ward, Hai Ba Trung district, Hanoi

Visit our website for up-to-date information: <https://www.eaicservices.com/>