

We are Hiring now!



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Receptionist and Administrative Assistant

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ is currently implementing a large number of projects focusing on rural development, conservation of nature and natural resources as well as sustainable economic development. If you want to make a difference in the world and develop yourself in the process, you've come to the right place. **The GIZ Office Vientiane** supports all GIZ Projects is currently seeking **one (1) qualified Laotian candidate** for the position of **Receptionist and Administrative Assistant**, based in **Vientiane Capital** starting as soon as possible until 31.12.2026.

MAIN TASK AND RESPONSIBILITIES:

- Welcome office guests and directing them to the appropriate person or office.
- Answer and make phone calls.
- Manage and handle the office correspondences/mail/delivery of documents.
- Support in preparing official letters and documents related to acceptance letters, stay permits, visas, and private vehicles for international experts.
- Manage and monitor the advanced payments for public fees related to stay permit, visas and other public fee.
- Handle inquiries and manage the procurement email account.
- Maintain office supplies.
- Perform various other clerical tasks, including transcribing and filing.

REQUIRED QUALIFICATIONS:

- A bachelor's degree in business administration or related fields.
- At least 1 year professional experience in a comparable position.
- Good working knowledge of ITC technologies (related software, smart phone, email, the internet) and computer applications (e.g. Microsoft 365).
- Good written and oral knowledge of the English language.
- Politeness and helpfulness in dealing with visitors.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

EMPLOYEE BENEFIT

- Attractive and competitive salary with long-term employment and career development.
- Additional allowances: Pi Mai bonus, performance-related bonus, communication allowance, lodging allowance, relocation allowance, travel allowance (for remote posting); Social benefits: health and accident insurance, NSSF, eyeglasses, annual dental and medical check-up.
- 20 days of annual leave entitlement plus Lao public holiday including compensation days (15 days).

HOW TO APPLY


Interested qualified candidates are invited to download the [GIZ Application Form](#) and send the completed form including the cover letter and CV together with relevant certificates and references by email to job-gizlaos@giz.de, HR Division of GIZ Office Vientiane, by stating **the exact job title in the subject by 16:30 pm on 26th March 2025**.

Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application

Gender equality is one of the key values of GIZ and of the work we do.

Applications from women, persons from diverse culture background, and with disabilities are most welcome.

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