

PURCHASING AND ADMINISTRATION OFFICER

Company Profile:

The Commonwealth Bank (Group) is Australia's leading financial institution. It commenced operations in 1912 and since then it has been providing banking, investment, insurance, brokerage and other financial services to more than 10 million customers in Australia and around the world. The Group is also growing internationally with investments and operations in Australia, New Zealand, the US, Europe, Japan and the Asia-Pacific region.

Commonwealth Bank of Australia welcomes you to its first branch in Vietnam located in Ho Chi Minh City. Our branch offers a range of banking products and services such as personal and business banking accounts, home, personal and business loans, foreign exchange and international trade services. Our banking products are also supported by leading customer service and convenient access to your money using the hundreds of VNBC ATM machines in Ho Chi Minh City and across Vietnam.

Work for Australia's leading bank – now operating in Vietnam

When you choose a career in Vietnam with us, you will join a team of more than 35,000 people all over the world. Our people strive to deliver one shared vision:

“To be the finest financial services organisation through excelling in customer service”.

At the Commonwealth Bank we aspire to:

- Make our people feel valued
- Provide a service experience our customers appreciate
- Be respected and admired in our community

Contact Information:

Company name:

COMMONWEALTH BANK OF AUSTRALIA – HO CHI MINH CITY BRANCH

Company address:

65 Nguyen Du Street, District 1, Ho Chi Minh City

Company website:

www.commbank.com.vn

Company size:

25-99

Job Description:

Are you a dynamic, energetic and self-motivated person looking for a challenging and rewarding career in an international bank? This is an excellent opportunity to build a career with the Commonwealth Bank of Australia – Australia's leading retail Bank. We are looking for a qualified Vietnamese national to work in our office in Ho Chi Minh City in the position of **Purchasing and Administration Officer**.

Key Responsibilities:

- Implementing the procurement process and procedure in accordance with the Bank policies.
- Handling day to day purchasing activities effectively and efficiency.
- Assisting the Marketing Team in marketing activities as required.
- Managing day to day office administrative tasks e.g. premises management, office stationery, inventory control etc.
- Other ad hoc tasks as delegated by his/her line manager.

Job Requirements:

Year of experience : 2 year(s)
Minimum education level : Bachelors

1- REQUIREMENTS:

- University degree in relevant experience discipline or with relevant professional qualifications;
- Previous experience in a similar purchasing and office administrative role, with a JVE or FOE
- Strong English skills, both written & spoken;
- Strong interpersonal and communication skills across cultures and organization levels;
- Strong administrative and organizational skills, with a sound attention to detail;
- High integrity, responsibility, customer oriented, negotiation and organization skills are essential;
- Good PC skills – excel, word, power point MS office suite.

2- APPLICATION:

Interested candidates should send an application letter and their full curriculum vitae (CV) in English including contact details by email to jobs@commbank.com.vn.

The closing day for applications is **10 February 2010**.

General Information:

Job Type : Full-Time Permanent
Location : Ho Chi Minh
Salary : Negotiable