



KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

**KOTO** stands for **Know One Teach One**. KOTO is a Vietnamese social enterprise specialising in providing at-risk and disadvantaged youth in Vietnam an opportunity to undertake a 24-month holistic hospitality training program. KOTO is based in Hanoi and has supported more than 1,000 graduates to end the cycle of poverty and truly empower our trainees to realise their dreams.

### **Vision Statement**

We aspire for an all-inclusive world in which no one is left behind, where every individual from all backgrounds thrives and inspires through lasting life-changing journey and empowerment.

### **Mission Statement**

As the 1st social enterprise in Vietnam, KOTO remains committed to enable the economically disadvantaged & vulnerable community by providing both transformative platform and pathways and instill the “once helped, help others” philosophy. We proudly do it with passion, innovation & responsibility.

### **Value Statement**

- **Respect** everyone’s dignity & self-worth
- Act with **professionalism** and lead by example
- Be driven by **passion** and purpose
- **Love** ourselves and KOTO family
- **Innovative** approach in action

## **JOB DESCRIPTION**

### **Position: Managing Director Assistant**

#### **DESCRIPTION:**

The Managing Director Assistant will be responsible for providing administrative support to the Managing Director of the company. This includes interpretation, translation, and other administrative tasks as assigned.

#### **Key Responsibilities:**

- Provide interpretation and translation from English to Vietnamese and vice versa services as needed for the Managing Director during meetings, presentations, and other business/operation activities.
- Translate and edit documents, presentations, and other materials for the Managing Director.
- Prepare and distribute meeting agendas, minutes, and follow-up action items.
- Coordinate travel arrangements, including booking flights, hotels, and ground transportation.

#### **KOTO FOUNDATION**

Training Centre  
Ngo Xa Village, Phat Tich Commune  
Tien Du District, Bac Ninh

#### **KOTO ENTERPRISE**

KOTO Van Mieu  
35 Van Mieu, Dong Da District, Ha Noi



know one, teach one

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- Establish and maintain tracking systems to organize institutional knowledge effectively
- Collaborate with department leads to organize and document files and information
- Solicit and document feedback and input from department leads and staff on various initiatives.
- Perform other general administrative tasks
- Manage confidential information and maintain the highest level of discretion and professionalism.

#### QUALIFICATIONS:

- Bachelor's degree in a related field or equivalent work experience.
- Strong written and verbal communication skills in English and Vietnamese
- Proficient in Microsoft Office and other relevant software.
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Knowledge of the business operation is a plus

#### WORKING CONDITIONS AND BENEFITS:

- **Work Hours:** You will have a standard work schedule from 8:30 AM to 4:30 PM, Monday through Friday, primarily at our office located on Ngo Tat To Street. Occasional travel to our Training Center in Phat Tich, Tien Du, Bac Ninh may be required.
- **Professional Growth:** You will have the valuable opportunity to collaborate closely with a seasoned Managing Director who boasts over two decades of experience leading International Non-Governmental Organizations (INGOs).
- **Supportive Work Environment:** We foster a compassionate and supportive work environment that prioritizes the well-being and development of our team members.

#### HOW TO APPLY

Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application to [lien.bui@koto.com.au](mailto:lien.bui@koto.com.au) by October 5th, 2023.

Selection and interviews will be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.

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