

Date: May 26, 2009



Tilleke & Gibbins CONSULTANTS LIMITED

DIRECTOR OF ADMINISTRATION

Job Description:

1. Direct the day-to-day business functions of the Hanoi and Ho Chi Minh City offices and provide direct supervision to the office managers in both offices
2. Consult with the Managing Partner on policies and procedures regarding finance, accounting, billing, human resources, and IT.
3. Direct the planning process for the offices, including overseeing the preparation of business plans, budgets, and forecasts.
4. In conjunction with the Managing Partner, develop strategic plans.
5. Provide administrative support to the standing committees of the Vietnam offices.
6. Direct the activities of the information technology (IT) support personnel, including overseeing data processing installation and applications development functions in response to the offices' needs; set IT priorities in conjunction with legal and non-legal department heads.
7. Direct the attorney support functions of the offices through the office managers, including secretarial, reproduction, messenger service, purchasing, and reception.
8. Direct the human resources functions of the offices, including recruiting, employee relations, performance evaluation and planning, salary administration, benefits administration, training, and the like.
9. Identify areas of potential cost reduction and efficiency improvement; maintain internal controls and auditing procedures.
10. Oversee the use and maintenance of office space and equipment.
11. Supervise library administration.
12. Prepare special analyses and direct special projects as required.

Qualifications:

The successful candidate should have:

1. at least 7 years of applicable work experience with a legal or other professional service organization;
2. an undergraduate degree;
3. experience working with finance, human resources, IT, marketing, and facilities functions;

4. ability to identify, analyze, and recommend solutions to complex issues;
5. ability to manage office functions economically and efficiently, to organize work and establish priorities, and to maintain good interpersonal relations and communications with lawyers and support staff;
6. excellent supervisory and leadership skills; and
7. willingness and ability to delegate.

Location: Tilleke & Gibbins Consultant Ltd. (Hanoi)

Job Type: Regular, Full Time

Contact or send full resume to:

Director, Human Resources Department

Tilleke & Gibbins International Ltd.

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(Envelopes should be marked "Job Application–Vietnam.")