

Farmer common sense in business

For inspiring and creative professionals
with a passion for cooperatives
focused on impact

We are Agriterra, a Dutch agri-agency that provides business development services to ambitious cooperatives and farmer organisations in developing and emerging economies. We assist them with advice and training by locally based business advisors and by deploying practitioners from the Dutch and international farmer organisations and (cooperative) companies; the so-called AgriPool experts. We apply a three-track approach: we make cooperatives bankable and create real farmer-led companies, we improve extension services to farmer members and we enhance farmer-government dialogues. Our advisory practice covers the full range of services on Management & Organisation, Financial Management, Governance, Business Development and Lobby & Advocacy.

Agriterra works from local offices in a large number of countries. We work with self-steering teams, so our employees are challenged to use every bit of determination, creativity and strategy to achieve our compelling goals. Being a self-steering organisation makes Agriterra an inspiring and challenging environment for professional growth and development.

Agriterra has an annual turnover of approximately 20 million euros, is ISO certified and has over 160 employees, both in the Netherlands and abroad. For more information, visit our website www.agriterra.org

For our team in Myanmar we are hiring a **part-time**

Office Assistant

Location: Yangon, Myanmar

As an office assistant, you will be responsible for efficient and effective running of the logistics and administrative operations of Agriterra Myanmar. You are a master multi-tasker with excellent communication skills and an upbeat attitude. You are able to assist colleagues in order to contribute to the company objectives. In order to achieve this, your attention to detail is excellent and supporting others is your second nature.

Duties Office Assistant

- Organise the logistic preparations for missions, events and client visits. This includes arranging transport and accommodation for staff and visitors and negotiating competitive rates when organising events.
- Assist the team with contract preparations and development in close coordination with the concerned business advisors and country representative.
- Handling office tasks, such as filing, generating reports, and presentations, setting up for meetings, and reordering supplies.
- Maintain an up to date Human Resources file.
- Where needed develop and maintain a good digital and manual filing system.
- To be able to translate English-Burmese when necessary.
- Responsible for the company IT resources.
- Maintain an up to date record on the company insurances.
- Any other administrative activities which are in line with the previous mentioned ones.
- Can work independently, flexible working hours (Part-time), available to work in the weekends occasionally and travel when required.

Your profile

- A bachelor's degree or relevant studies in related field.
- Prior administrative experience.
- Advanced proficiency in MS Office tools, mainly Microsoft Excel.
- Excellent verbal and written skills, interpersonal skills, flexible, cultural sensitive.
- Willing to take up additional assignments if needed.
- Open mind with a supportive/service-oriented attitude.
- Willingness to travel, sometimes to remote locations within Myanmar.

What we have to offer

A position that requires you to be highly self-reliant and use your pioneering skills in order to operate in dynamic international markets and in close cooperation with the agricultural business sector. At Agriterra Myanmar, the work environment is collegial and ambitious, and the focus is on achieving impact. As an office assistant and administrative officer, you will be part of the Myanmar team of business advisors as well as a part of the Asia Team. The working conditions and additional benefits are good. The salary offered will depend on your experience.

Are you interested?

Are you interested in this part-time position and do you fit the profile? Then apply with a cover letter and curriculum vitae, by sending an e-mail to Mr. Tijs van Balen, Country Representative Myanmar, vanbalen@agriterra.org, latest March 16th 2020.

If you require further information, you can also contact him by sending an e-mail.