

## 7.1 HR\_ Executive Assistant CHRO & GC

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### Role Summary

Provides full range of secretarial and administrative supports to the senior executives.

### Main Accountabilities

- Manage, organize, and maintain the Executive's daily working schedule includes setting up appointments to ensure his/her daily working schedule effectively arrange
- Manage travel arrangements for the Executive include preparing travel request, visa, air tickets, hotels, transportations and itineraries both local & international
- Monitor the business expenses related to the entertainments (external & internal), travel and benefits package of the Executive and support to arrange/prepare the claims/payments of these expenses
- Assist the Executive with specific HR admin related tasks requested by HR Function and when assigned by the Executive
- Arrange team meeting and assist with meeting material printing as requested by the Executive
- Coordinate with other (Shared) Executive Assistant (in short Shared EAs) in organizing the travel plans for senior visitors/guests of the Executive (if any)
- Be responsible in checking the documents submitted to the Executive for approval to ensure all the documents properly viewed/prepared by relevant stakeholders before getting the Executive's approval
- Assist the other Shared EAs to support their Executives when they are on leave, subject to the work arrangements and the agreements between the shared EAs
- Other supporting tasks when and as assigned by the Executives (if any)

### The other administrative accountabilities assigned by the CHRO

- Deliver a hands-on approach that facilitates the CHRO's ability to effectively lead the administrative works for
  - Provide executive supports to the CHRO for the confidential matters as assigned by the CHRO
  - Support the CHRO in organizing and preparing for meetings and following with HR Department Heads on the reports' deadline
  - Perform general translations from English to Vietnamese and vice versa for the documents of the CHRO's Office and other lines of HR Services (if required)
  - Other duties within the office of the CHRO as assigned by the CHRO
- Provide administrative supports to HR Function, include:
  - Arrange travel arrangements include preparing travel request, visa, air tickets, hotels, transportations both local & international for biz/training trips of team members and employees participated on the talent development programs or training arranged by HR.
  - Monitor the business expenses related to such biz/training trips and support to prepare the claims/payments of these expenses.
  - Coordinate with related HR Departments in following up and assisting the arrangements related venue, logistics for HR activities/events.
  - Maintaining the gift and hospitality registration for HR function
- Preparing office supplies as ordering stationary, ink, water; manage department's incoming/outgoing mails

### Competencies

- Good English communication skills (all 4 skills)
- Computer literacy; proficient with: MS Word, MS Excel, Lotus Notes, Visio
- Quick learner and have the ability to multi-task
- Discipline, strong follow up, attentive to detail
- Good interpersonal and organizational skills
- Able to communication effectively with different levels in organization

### Education and Experience

- University graduate, preferably Business Administration, Marketing;
- 3 years' experience in sales support, administration, event organizing, and/or client service field;
- Working experience in Insurance industry is preferred

Please send CV to: [VN\\_careers@sunlife.com](mailto:VN_careers@sunlife.com)