

About the Company

VSAP LAB is a fully-funded Vietnamese startup specializing in Advanced Packaging solutions for semiconductor chips. We focus on research and innovation to provide design, manufacturing, prototyping, and testing services. Our mission is to deliver the best form factors, performance, and fastest time to market for our customers' chips. We aim to enable a complete semiconductor ecosystem in Vietnam. Through pioneering technology, we accelerate the growth of the local semiconductor industry.

If you are a talented person with a growth mindset, start-up spirit, keen on learning new things everyday and wants to be part of a journey that have a big impact for generations to come, this might be a perfect role for you.

Position Overview

The **General Office Administration Staff** ensures smooth daily operations of the office and provides administrative support across various company departments. The role also serves as the company's first point of contact — welcoming guests, answering phone calls, and representing VSAP LAB with professionalism and hospitality. Additionally, this position supports travel arrangements for employees and visitors, contributing to efficient coordination and a positive company image.

Key Responsibilities

Office Administration

- Manage day-to-day office operations including office supplies, stationery, utilities, and facility maintenance coordination.
- Manage administrative documentation, filing, and logistics support across company departments.
- Handle incoming and outgoing mail, courier, and deliveries.
- Ensure cleanliness and readiness of meeting rooms and common areas.

Reception & Communication

- Welcome and assist visitors, guests, and partners with professionalism and courtesy.
- Manage the front desk and telephone line, receive and direct calls to appropriate personnel.
- Coordinate visitor access and maintain comprehensive visitor records.

Event & Departmental Support

- Provide logistical and administrative assistance for internal events, meetings, and workshops organized by various departments.
- Assist in arranging staff activities, company celebrations, and public relation events.
- Support preparation of promotional materials, banners, and event supplies when needed.

Travel Logistics Support

- Arrange travel bookings (flight, hotel, transportation) for employees and visitors.
- Coordinate airport pick-up/drop-off and accommodations for business travelers.
- Prepare and track travel-related expense requests and reports.
- Support visa, invitation letters, and travel documentation as required.

Other Tasks

- Support ad-hoc requests from management and cross-department collaboration when needed.
- Contribute to maintaining a positive, professional, and collaborative office environment.

Requirements

- College or Bachelor's degree in Business Administration, Office Management, or related field.
- 1–2 years of relevant experience in administration, receptionist, or office support roles.
- Good communication and interpersonal skills.
- Organized, detail-oriented, and service-minded.
- Fluent English communication skills (reading, writing, and speaking).
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Friendly, proactive, and professional attitude.

Key Competencies

- **Fluent English communication** and professional interaction with guests and international partners.
- **Very good people skills**, outgoing attitude
- **Attention to detail** and accuracy in administrative and logistical work.
- **Service-oriented mindset** with genuine care for people and teamwork.
- **Multitasking and time management** to handle varied daily responsibilities efficiently.
- **Collaboration and adaptability** in a dynamic, cross-functional environment.
- **Accountability and discretion** when handling sensitive company or guest information..

Contact

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