



JOB OPPORTUNITY – HR and Office Manager

VALENTIS – INTERNATIONAL MINING SERVICES COMPANY AT VALENTIS, OUR MOTTO IS “GROWING OUR FUTURE TOGETHER!”

Valentis is an Australian–Myanmar led mining services group operating in Southeast Asia. Established in 2014, Valentis provides turn–key mining services at an international standard. Valentis has over 150 team members from eight different countries, with offices and operations across Myanmar and Laos.

Our key divisions include:

- **Valentis Services** – Valentis Services offers exploration and mining services, including:
 - exploration program management and execution
 - specialist geophysical surveys
 - geotechnical site investigation services
 - resource modelling and estimation
 - aerial mapping and drone surveys
 - GIS services
 - sample assay preparation and analysis
- **Valentis Environmental Services (VES)** – VES provides practical environmental management solutions for the mineral exploration, construction and infrastructure sectors. VES core services include conducting Environmental Impact Assessments, Initial Environmental Examinations and Environmental Management Plans.
- **Valentis Drilling** – Valentis Drilling provides exploration drilling and geotechnical drilling services. Valentis has a diverse drilling fleet including RC, diamond and man–portable drilling rigs.

Valentis is looking for an **HR and Office Manager** to assist with establishment of our Laos operations. Reporting directly to the Group CFO/COO, this is an exciting opportunity for an energetic individual who is looking to grow and develop with a dynamic and exciting team!

Key Benefits

- Working with an international team, with diverse project experience.
- Be part of a growing and dynamic company.
- Career development opportunities, including attendance at the “Valentis School of Management and Leadership” and other external training.

Key Responsibilities (Essential Duties and Functions)

- **Human Resources**
 - Implement HR policies including employee handbook policies in consultation with Myanmar head office.
 - Ensure compliance with Laos labour laws and regulations.
 - Prepare employment contracts and maintain employee records for Valentis` employees.
 - Work with Management to assist with resourcing requirements for Valentis in Laos.



- Handle employee on boarding process (new starters), current employees records, employee issues / disputes and termination procedures.
- **Administration / Office Management**
 - Establish basic administrative and office management procedures, supported by Myanmar head office.
 - Act as primary point of contact for Valentis team and client on administrative matters in Laos.
 - Identify and engage with local suppliers and vendors to support office maintenance, IT and electrical and other business continuity requirements.
 - Manage systems for electronic and non-electronic document filing and record keeping.
 - Maintain office supplies and equipment.
 - Assist with making travel arrangements.
- **Visitor Management / Health and Safety Assistance**
 - Draft and issue letters and supporting documentation for staff visas; follow up as required to obtain correct visas / travel documents.
 - Schedule appointments for Senior Management, greet and direct visitors.
 - Assist as directed with local management of health and safety risks and procedures, including through ensuring proper upkeep of office facilities, equipment, insurance, vehicle maintenance logs etc.

Requirements

- Excellent communication, international and leadership qualities
- Solutions-driven attitude with a strong sense of accountability and responsibility
- Self-starter: Display a high degree of initiative and able to work independently
- English and Laos language skills at high level of proficiency (written and spoken)
- Prior experience in an administrative and HR role (essential)
- Some knowledge of health and safety standards typical of an international company (preferable)
- Prior experience with a natural resources or international company (preferable)
- Always behave in a manner consistent with Valentis corporate behaviours and standards
- Strong commitment to safety, ethical behavior and an understanding of risk management
- Bachelors Degree
- Minimum 5-years working experience