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# Salary Guide Vietnam 2014

# Welcome to the Adecco Vietnam Salary Guide 2014



Welcome to the Adecco Vietnam Salary Guide 2014 - an update and overview of salary information for key positions in various sectors and industries. The guide includes job descriptions, salary ranges as well as years experience. This salary guide is based on our permanent positions and requirements from both candidates and clients in 2013 and 2014.

Adecco Vietnam covers many different positions across varied industries such as **Finance & Banking, Legal & Compliance, Office, Sales Marketing and Events, Information Technology, Engineering & Technical, Medical & Life Sciences.**

Using our database information source, we provide in-demand positions which include job responsibility, minimum and maximum years of experience and minimum and maximum salary level.

The Guide aims to support human resource professionals in terms of recruitment activities and helps to build long-term relationships with both clients and candidates. We hope that you find the guide useful and effective for your talent planning and decision making process.

If you have any questions, please do not hesitate to contact us.

**Nicola Connolly**

General Director

Adecco Vietnam

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OFFICE

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Human Resources						
HR Head HR Director VP	<ul style="list-style-type: none"><li>Contribute to business strategy by working with other Business Leaders to develop enterprise business strategies that may be applicable in light of global trends and the company's existing talent base.</li><li>Ensure there are systems and policies in place to induce best practices in talent acquisition to help meet the performance and growth objectives in alignment with the company's business strategy, goals and objectives.</li><li>Develop and ensure implementation of an HR technology strategy to support the business needs. Responsible for Business Continuity planning. Develop and ensure implementation of business-focused HR metrics and responsible for design, development, and implementation of new HR services.</li></ul>	PG/MBA or MCS in HR or any Global Equivalent Degree	10	25	30,000,000	100,000,000
Regional HR Manager/ Director	<ul style="list-style-type: none"><li>Recommend and implement HR best practices, policies and processes for Southeast Asia Pacific and South Asia Region and ensure compliance with local laws and regulations.</li><li>Provide ongoing advice on organization design/structure to department managers and responsible for all staffing needs of the region. Guide managers to make appropriate assessment of employee performance and potential and to develop and implement action plans.</li><li>Manage employee relations (including onboarding, health &amp; wellness programs) and assist in performance management. Provide effective business specific advice on compensation, benefits and reward related issues to attract and retain key talent.</li></ul>	PG/MBA or MCS in HR or any Global Equivalent Degree	15	20	25,000,000	80,000,000
HR/Staffing/ C&B Manager/ Business Partner	<ul style="list-style-type: none"><li>Implement the company's compensation and benefit programs and activities so that they meet the company's objectives with regards to internal equity and external market competitiveness. These programs may include: job evaluation and classification, salary administration, short-term, long-term and sales incentive plans, employee benefits (such as health, insurance, motor vehicles, perquisites).</li><li>Assist HR manager in developing and implementing local compensation strategies that are appropriate for their business needs, but consistent with the company's overall reward strategy.</li><li>Analyze external market data as well as internal data about the company's current employee population and future human resource needs for HR manager to develop salary budgets and forecasts that are consistent with the company's reward strategy. Manage ongoing relationships with, external consultants and suppliers (for example, insurance carriers, benefit providers) to ensure the organization receives satisfactory standards of service.</li></ul>	University graduate in Economic, major in Accounting-Finance, Business Administration, Human Resource Management	8	12	20,000,000	40,000,000
Training Manager/ Trainer	<ul style="list-style-type: none"><li>Support departments in developing cutting edge functional excellence and in developing leadership capabilities.</li><li>Act as a change catalyst in the cultural and organizational transformation. Induct, coach, and mentor new Team Members.</li><li>Interact with hotel leaders responsible for people development on a daily basis to provide support to operational departments. Partner with department to deliver training programs and other organizational and leadership development interventions.</li></ul>	Degree and above in Human Resource	5	10	15,000,000	45,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Human Resources						
HR Assistant Manager	<ul style="list-style-type: none"><li>Responsible for handling the HR operations. Responsible for developing, coordinating and executing HR strategy in alignment with the business/central HR team. Build and manage the Performance Management framework including KPI's.</li><li>Execution, maintenance &amp; improvement of the performance management system.</li><li>Responsible for various HR reports to stakeholders in the process.</li></ul>	Degree and above in Human Resource Legal	7	12	12,000,000	30,000,000
HR Supervisor	<ul style="list-style-type: none"><li>Supervise the working unit and personnel, which includes: interviewing prospective employees, providing and/or recommending training, coordinating, scheduling and assigning work product, establishing performance measures, goals, objectives and priorities, evaluating work performance, conduct relevant training.</li><li>Interpret and enforces human resources-related Department policies/ procedures. Assists in the development, implementation and tracking of section goals/policies/procedures and Department programs.</li><li>Develop recruitment and retain policies and procedures of individual functions within the course of company core function and requirements, company general rules and regulations as well as country laws, and execute those related plans and programs from time to time, in compliance activities and programs.</li></ul>	Degree and above in Human Resource Legal	5	10	10,000,000	16,000,000
HR Officer/ Specialist/ Executive	<ul style="list-style-type: none"><li>Make and execute the recruitment programme under guidance and supervision of HR Manager or HR Supervisor. Work with Social Insurance Office and Tax office about the PIT Documents, and other employment administrative task like payroll, PIT deduction, compensations, employment contract,...</li><li>Prepare training documents related to HR and Admin fields and staff training. Execute other Admin – HR tasks as requirement from Supervisor/HR Manager.</li><li>Support BOD in decision and planning on HR planning and policy for the company, support other line Managers in policy building, staff admin management and corporate culture of the company.</li></ul>	Degree and above in Human Resource Legal	2	7	5,000,000	12,000,000
HR Administrator/ Assistant	<ul style="list-style-type: none"><li>Assist in management and development of the HR support services function. Assist and take part in delivering professional HR support and services to both external clients and internal functions.</li><li>Provide advice and support to production in areas of communication on policies, practices and processes. Ensures accurate and timely management of payroll, benefits and tax related services.</li><li>Manage vendors and other stakeholders with regards to timely and quality HR service. Managing other operational support functions like recruitment, on-boarding, termination activities, international mobility etc and ensuring risk control measures are in place under these functions.</li></ul>	Degree and above in Human Resource Legal	4	7	5,000,000	10,000,000



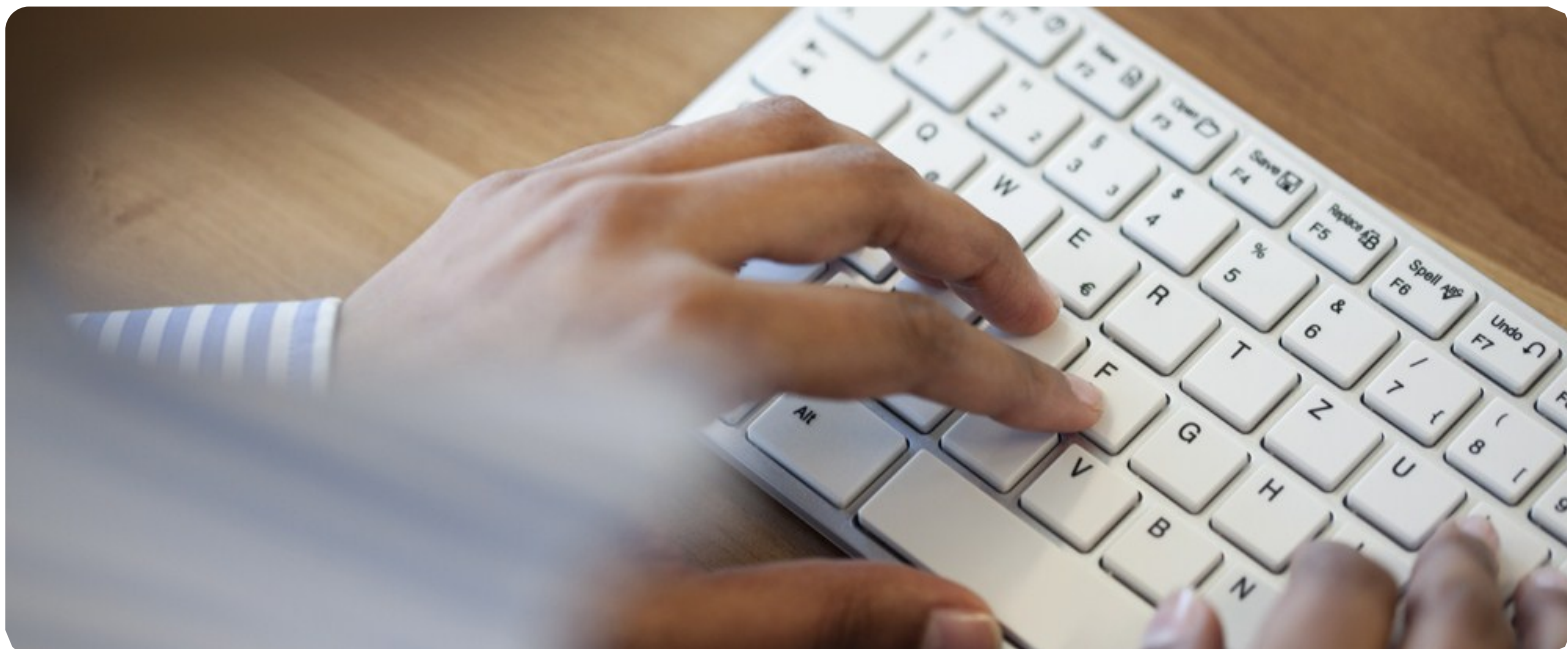
Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Human Resources						
HR Trainee	<ul style="list-style-type: none"><li>• Liaise with representatives of functional departments to discuss and understand HR inquiry and concerns. Report timely and accurately HR issues a raised to higher level HR management.</li><li>• Assist departments with their recruitment needs through liaison with agencies/ advertisers, coordinating prospective candidates, screening and administrative follow ups. Assisting with the building and implementation of HR policies and procedures.</li><li>• Conduct inductions of new staff, Regular/Scheduled inputs on HR and Payroll related information for reporting and accounting purposes.</li></ul>	Degree and above in Human Resource Legal	2	5	5,000,000	10,000,000
Legal						
Legal Director	<ul style="list-style-type: none"><li>• Ensure the effective and thorough execution of legal recruitment needs of the company in accordance with rules and regulation (both of the company and the national laws). Organize team tasks and define priorities to serve at best internal clients and meet company's objectives.</li><li>• Provide valuable advices and propose solutions to secure future and even existing investments from a legal perspective. Timely and accurately counsel to the BOD and Management levels on legal matters, both as arise and or as potential risk.</li><li>• Advise BOD &amp; BOM in relation to any changes to corporate structure, both in existing terms and future plans. Provide advice and support to all other internal departments though contract drafting, litigation or mediation (can be as representative) and regulations watch gate.</li></ul>	Degree and above in Legal, Law, with license preferred	10	25	40,000,000	200,000,000
Legal Manager	<ul style="list-style-type: none"><li>• Responsible for handling general legal and regulatory issues arising from operation of the company. Assist in identifying, interpreting, prioritizing, analyzing and managing legal and regulatory issues. Manage legal team and provide coaching on the job training to subordinates to ensure the spirit of team work and motivation.</li><li>• Provide legal advices to strategy and development director in business projects. Prepare/ finalize legal documents, including but not limited to commercial contracts, procurement contracts, service contracts, leasing agreements, power of attorney, ... Provide legal opinions and advise other departments within the whole company on legal matters arising from operation.</li><li>• Monitor and administer legal / regulatory issues of the joint venture company. Represent the company in litigations (if any).</li></ul>	Degree in Legal and Law and above; with license preferred	10	20	30,000,000	90,000,000
Legal Officer	<ul style="list-style-type: none"><li>• Assist Legal Manager in effective and efficient management of the Legal department, provision of legal advisory services, ensuring effective management of legal and contractual risks, and handling legal procedures in line with constantly changing laws and business requirement of the company.</li><li>• Support the Business Functions of the Group in designing, preparing, reviewing, providing comments and consultancy of agreements, contracts, bonds, to ensure all these document are in line with the prevailing laws of Vietnam and the Company regulations.</li><li>• Assist Legal Manager and Director in representation (if any) for any legal proceedings before the courts, government agencies, or other authorities. Implementation of group-guidelines, local law and directives including training and information activities.</li></ul>	Degree in Legal and Law and above	2	10	8,000,000	30,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Procurement						
Regional Procurement Manager	<ul style="list-style-type: none"><li>Oversee the cost effective procurement of all supplies, equipment and services. Identify, implement and drive cost savings projects and initiatives.</li><li>Review purchasing, fleet, telecom and purchase cards for cost savings and consistency of policy.</li><li>Investigate and implement cost containment. Oversee and implement corporate and regional purchasing policies.</li></ul>	Degree in Commerce, International business and above	10	25	30,000,000	50,000,000
Procurement Manager/ Senior Buyer	<ul style="list-style-type: none"><li>Manage and maintain supplier capacities. Work with manufacturing department and materials management. Ensure implementation of integrity and independence checks.</li><li>Supervise and manage suppliers daily operations for the factory, facilitating supplier recovery process and charge-back.</li><li>Find solution for potential availability issues due to demand and quality supplier issues. Find new suppliers and perform specific sourcing if required.</li></ul>	Degree/ Diploma in Commerce, International business and above	7	20	20,000,000	35,000,000
Procurement Supervisor	<ul style="list-style-type: none"><li>Ensure the compliance on Service level agreement between the company (affiliates if any) and suppliers (or with any other service provider). Responsible to deliver control and documentation.</li><li>Assist procurement team leader or manager in sourcing, evaluation and competitive vendor selection as per company rules and procurement procedure. Liaise to clarify the specification/requirement with concerned dept (if any).</li><li>Cost management and incidence reports. Maintain business friendly and clean relationship with the vendor in order to get their best cooperation in supplying the materials as well as solving the claim if happens, ensuring end-user satisfaction. Extend full cooperation to other functional teams.</li></ul>	Degree/ Diploma in Commerce, International business, Foreign language, Business Administration and above	5	15	12,000,000	30,000,000
Procurement Officer	<ul style="list-style-type: none"><li>Be able to operate in all phases of procurement with quality of procurement process, quality of goods, works, and services purchased. Prepare annual procurement plan in cooperation with the finance department and relevant departments for reporting purposes.</li><li>Collect all relevant information from appropriate sources in order to prepare the technical specifications of the work, goods and services to be procured. Prepare the bidding documents in the appropriate format following the relevant regulations of the state budget law and bidding law.</li><li>Perform independent bidding appraisal reports on the evaluation reports and bidding documents of other units. Prepare and check contracts before being signed by the designee and by the suppliers.</li></ul>	Degree/ Diploma in Commerce, International business, Foreign language, Business Administration	2	7	7,000,000	15,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Procurement						
Procurement Assistant	<ul style="list-style-type: none"><li>Manage data to ensure efficient interaction with buyers, R&amp;D, Quality Control, factories, payable teams and suppliers.</li><li>Manage all stages of Purchase contract admin. Problem solving / analysis with Buyer and Supplier base when contract, invoicing or system issues arise. Monitor Contract run-out dates and work with buyers to ensure complete PO's are in place to meet the company's ordering requirements.</li><li>Monthly analysis of Supplier discount term performance vs. plan. Any other task or activities as required or instructed by the line manager or company's directors.</li></ul>	Degree/ Diploma in Commerce, International business, Foreign language, Business Administration	1	5	5,000,000	10,000,000
Office Support						
Administrative Manager/ Office Manager	<ul style="list-style-type: none"><li>Organize and supervise all of the administrative activities that facilitate the smooth running of office operations.</li><li>Comply fully with company policies and standards: prepare budget and follow up on monthly basic, legal paperwork and business traveling for staff in collaboration with Office Admin.</li><li>Oversee the recruitment of new staff, sometimes including training and induction. Any other duties as assigned.</li></ul>	Degree in Foreign language, Human Resource,	5	15	10,000,000	35,000,000
Administrative Officer	<ul style="list-style-type: none"><li>Liaise and building relationships with a range of stakeholders, internal and external alike.</li><li>Organize company events and activities.</li><li>Assist Office Manager in liaison and relationship building with media, external suppliers and partners. Assist departmental managers in the delivery of approved strategies.</li></ul>	Degree in Foreign language, Human Resource, Business Administration	2	10	5,000,000	15,000,000
Administrative Assistant	<ul style="list-style-type: none"><li>Participate in all office administrative functions of the company from reporting, data entry, record keeping, meetings and schedules arrangements, organization of events and exhibition,...or any other task assigned by the Office manager or Executive management of the company. Coordinate preparation of reports, analyzing data, and propose solutions.</li><li>Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques. Provides information by answering queries and requests raised, internal or external.</li><li>Maintain and report supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies. Contribute to team effort by accomplishing related results as needed.</li></ul>	Degree in Foreign language, Human Resource, Business Administration	2	10	5,000,000	15,000,000



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			Minimum	Maximum	Minimum	Maximum
Office Support						
Receptionist	<ul style="list-style-type: none"><li>Switchboard operations: promptly answer all phone calls, handle with professional care to on-hold calls and properly transfer them to the concerned, take messages accurately, timely deliver messages to the concerned, update telephone lists for internal use, ensure the switchboard runs well with minimum breakdowns.</li><li>Welcome reception: welcome guests/visitors, internal managers/staff, provide prompt service/guidance to inquiries, coordinate to serve drinks, maintain a clean and tidy reception, meeting rooms &amp; cafeteria, receive/dispatch courier, inter-office mail /express delivery.</li><li>Other admin tasks: taxi cards control, beverage inventories and cartridge control/order /payments, stationary order, control and distribution. Other clerical and admin support as required.</li></ul>	Degree/Diploma in Foreign language, Human Resource	2	7	4,000,000	10,000,000
Office Assistant	<ul style="list-style-type: none"><li>Transportation arrangement and stationary control.</li><li>Receptionist duties.</li><li>Manage all registers, circulars, files, reports, etc. and ensure these are up to date, accurate and available upon request. Execute other tasks as assigned from Manager.</li></ul>	Degree/Diploma in Foreign language, Human Resource	2	10	4,000,000	8,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Call Centre						
Call Centre Manager	<ul style="list-style-type: none"><li>Oversee the hiring, training and development of internal telesales function. Direct, motivate, inspire individuals to generate leads, manage clients and close sales. Responsible for setting up effective system to increase sale volume and results, compensation, training and sales incentives for teams.</li><li>Collaborate closely with internal and external partners in regards to marketing and advertising points. Establish, implement and achieve short and long term targets with regular communication and reports to Senior management on sales targets, forecasts and expansion/ growth plans.</li><li>Be in charge of conducting new hiring interview, training and mentoring to employees, assign and supervise performance and operations of all staff on daily and periodically basis, reward and disciplinary programs, complainants and issues handling.</li></ul>	Degree in IT/ Human resource	7	20	20,000,000	35,000,000
Supervisor/ Team Leader	<ul style="list-style-type: none"><li>Supervise all day-to-day activities of a customer service team that responds to customer requests, questions and issues and ensure the internal policies, procedures, all guidelines and regulations are adhered to and service standards are met or exceeded. Provides guidance and support to staff, evaluate and anticipate work volume, assign and distribute work among staff equitably and effectively.</li><li>Create a challenging and rewarding working environment using motivational tools, recognition, rewards and opportunities for development to meet or exceed goals and objectives. Utilize knowledge of systems unique to call center to optimal department productivity and efficiency. Develop and maintain specialized knowledge of organizational products, services, policies and procedures.</li><li>Monitor staff adherence to internal policies and procedures in day-to-day activities, complete performance appraisals and submit to management for review.</li></ul>	Degree in Business Administrative	3	10	6,000,000	12,000,000
Helpdesk/ Hotline Officer	<ul style="list-style-type: none"><li>Call to potential customers and together with Field Sales or Direct Sales. Produce lists of customers to call as required by Managers.</li><li>Collect customer information.</li><li>Report to Team Leader.</li></ul>	Degree/Diploma in Tourism/ Hospitality/ Foreign language	2	8	4,000,000	8,000,000
Call Centre Assistant	<ul style="list-style-type: none"><li>Call to potential customers and- together with Field Sales or Direct Sales.</li><li>Produce lists of customers to call as required by Managers.</li><li>Collect customer information as required. Coordinate between section teams as required. Report to Contact Center Team Leader.</li></ul>	Degree/Diploma Tourism/ Hospitality/ Foreign language	2	8	4,000,000	8,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Customer Service						
Customer Service Manager	<ul style="list-style-type: none"><li>Oversee the hiring, training and development of internal Customer service function. Direct, motivate, inspire individuals to generate leads, manage clients and assisting sales and marketing team in implementation of plans.</li><li>Responsible for setting up effective system to enhance professional service standards, setting up benchmarks and skills set required for each team/position. Collaborate closely with internal and external partners in regards to marketing and advertising. Establish and monitor customer service efficiency and follow through with KPI and performance review of teams and individual.</li><li>Be in charge of conducting new hiring interview, training and mentoring to employees, assign and supervise performance and operations of all staff on daily and periodically basis, reward and disciplinary programs, complainants and issues handling.</li></ul>	Degree in Tourism/ Hospitality/ Foreign language	10	20	20,000,000	50,000,000
Customer Service Supervisor	<ul style="list-style-type: none"><li>Help to develop training plan for new CSRs and maintain continuous training for existing CSRs. Implement new and innovate existing customer service processes.</li><li>Assist CSR's in exceeding customer expectations through excellent customer service. Support the Customer Service Manager (CSM) in achieving business goals.</li><li>Manage the day to day operations within the customer service team including process escalations, quality checking, and staffing needs.</li></ul>	Degree in Tourism/ Hospitality/ Foreign language	5	10	10,000,000	30,000,000
Customer Service Specialist/ Assistant	<ul style="list-style-type: none"><li>Responsible for initial checking the new applications or requests receiving from agents/clients. Input new cases/requests, conduct transactions in system &amp; follow up pending cases.</li><li>Handle telephone calls from agents/clients in a professional manner.</li><li>Print the underwriting/claim progress report and deliver to agents. Print the report everyday to push the service agents to complete underwriting requirement. Other work as management request.</li></ul>	Degree in Tourism/ Hospitality/ Foreign language	2	7	8,000,000	12,000,000
Secretarial						
Executive Secretary	<ul style="list-style-type: none"><li>Assist in day to day correspondence /email of Head/Director of the department. To assist in project filing and all documentation, record keeping, meeting and schedules management, transportation arrangement and other administrative tasks.</li><li>Liaise with other teams and functional departments in regards to enquiry and request as arises from Directors/Head of teams in charge.</li><li>Any other activities as required.</li></ul>	Degree in Business Administration/ Economic/ Foreign Language	5	15	20,000,000	35,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Secretarial						
Senior Secretary	<ul style="list-style-type: none"><li>Office and front-office management including: up-keep of all office equipment, human resources and recruitment coordination, records management and filing.</li><li>Support outreach and event coordination: coordinate outreach and participation for workshops and events periodically organized by the company, maintain and update databases, update company sites and marketing collateral periodically.</li><li>Support management coordination: be responsible for calendar management and travel schedules for executive management as needed, review and summarize miscellaneous reports and documents, prepare background documents and outgoing mail as necessary.</li></ul>	Degree in Business Administration/ Economic/ Foreign Language	5	10	18,000,000	25,000,000
Secretary	<ul style="list-style-type: none"><li>Carry out daily administrative activities of the Executive office while adhering to the company Standards, policies and procedures, provide secretarial support to the Executive team. Ensure all communications, particularly relating to owners, guests and the Corporate office are handled promptly and professionally.</li><li>Prepare minutes to Executive Team Meetings and compile management reports in a timely and accurate manner if necessary.</li><li>Maintain adequate supplies of office stationary. Comply with all key security mandates, report any maintenance issues or hazards.</li></ul>	Degree in Business Administration/ Economic/ Foreign Language	2	7	5,000,000	15,000,000





SALES, MARKETING & EVENTS



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Advertising						
Account Director	<ul style="list-style-type: none"><li>Efficiently manage client budgets and performance to optimize activity.</li><li>Manage campaign briefs with clients and ensure the work that is produced and implemented is resulting in returns for client whether for digital, paper support or for an event.</li><li>Allocate resources &amp; drive the completion of tasks.</li></ul>	Bachelor or above	6	7	50,000,000	75,000,000
Associate Account Director	<ul style="list-style-type: none"><li>Fundamentally responsible for the day-to-day client contact specific to event marketing activities.</li><li>Build organizational capabilities to deliver Event Marketing priorities bottom up and top down, own the relationship and cultivate business practices and relationships that exceed client’s expectations.</li><li>Create team structures and tools that maximize company’s ability to achieve flexibility, adaptability and speed. Grow skills and marketing acumen through an investment in training and internal educational tracks.</li></ul>	Bachelor or above	4	5	40,000,000	60,000,000
Senior Account Manager	<ul style="list-style-type: none"><li>Win and manage the marketing projects that Company provides to clients. Achieve the best outcomes for clients (as of the project’s objectives).</li><li>Maintain and develop relationships with clients (both within and beyond the scope of work). Organizing and supervising project’s members to work under project procedures &amp; regulations in order to achieve the project’s objectives.</li><li>Support board of management to develop &amp; train account team members.</li></ul>	Degree in Business Administration/ Economic/ Foreign Language	3	4	35,000,000	50,000,000
Account Manager	<ul style="list-style-type: none"><li>Develop and prospect new businesses. Provide effective service to all clients assigned and managing each account (client) professionally and profitably.</li><li>Be on the alert to problems and opportunities, both for the agency and clients. Manage Account team to ensure that they serve clients professionally and speedily.</li><li>Evaluate the relationship between Account team and clients and other agency personnel, training and counseling them when necessary.</li></ul>	Bachelor or above	2	3	22,000,000	35,000,000
Account Executive	<ul style="list-style-type: none"><li>Meet and liaise with clients to discuss and identify their advertising requirements. Work with agency colleagues to devise an advertising campaign that meets the client’s brief and budget.</li><li>Present, alongside agency colleagues (particularly the account manager), the campaign ideas and budget to the client. Liaise with, and act as the link between, the client and advertising agency by maintaining regular contact with both, ensuring that communication flows effectively.</li><li>Negotiate with clients and agency staff about the details of campaigns.</li></ul>	Bachelor or above	1	2	10,000,000	17,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Advertising						
Production Manager	<ul style="list-style-type: none"><li>Supervise to produce and prioritize jobs and, when necessary, reorganize to meet deadline changes and updates.</li><li>Prepare, update and communicate the production schedules. Send requests for estimates to suppliers and follow up. Select and negotiate with vendors to agree on best price, quality, and due date.</li><li>Explain technical processes to the design and account teams. Examine finished samples and approve quality before delivery to client. Review the project at internal and sampling proof stages. Guarantee</li></ul>	Bachelor or above	4	5	25,000,000	40,000,000
Production Executive	<ul style="list-style-type: none"><li>Assist Production Manager and account team in facilitating the internal proofing process and provide informed recommendations. Follow the production schedules to meet the deadlines-Monitor pricing updates.</li><li>Prepare content for vendors plus receive and review vendor proofs. Monitor proofing schedules and deadlines and alert management of any issues or concerns.</li><li>Support Production Manager in execution of projects.</li></ul>	Bachelor or above	2	3	7,000,000	10,000,000
Marketing						
Head of Marketing/ Marketing Director	<ul style="list-style-type: none"><li>Support and facilitate development and implementation of section business/marketing plans.</li><li>Direct firm’s overall marketing and strategic planning programs, and corporate communications. Facilitate client development through marketing and client services programs.</li><li>Develop marketing talent an capability for the country marketing team.</li></ul>	MBA	9	10	70,000,000	80,000,000
Product Marketing Manager	<ul style="list-style-type: none"><li>Develop product positioning and messaging that differentiates your products in the market. Sales enablement – communicate the value proposition of the products to the sales team and develop the sales tools that support the selling process of your products.</li><li>Product launch – plan the launch of new products, release and manage the cross-functional implementation of the plan. Market intelligence – be the expert on your buyers, how they buy and their buying criteria.</li><li>Demand generation – develop the strategy and manage the marketing programs that drive demand for your products.</li></ul>	Bachelor or above	5	6	50,000,000	70,000,000
Marketing Manager	<ul style="list-style-type: none"><li>Monitor and analyze market trends. Study competitors' products and services. Explore ways of improving existing products and services, and increase profitability.</li><li>Identify target markets and develop strategies to communicate with them. Prepare and manage marketing plans and budgets. Manage the production of promotional material. Liaise with other internal departments such as sales and distribution.</li><li>Produce reports to monitor results. Present findings and suggestions to company directors or other senior managers.</li></ul>	Bachelor or above	5	6	55,000,000	65,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Marketing						
Assistant Marketing Manager	<ul style="list-style-type: none"><li>Execute marketing initiatives with consumer promotions, media &amp; in-store tactics. Partner with agencies and business teams to build brand support tools and growth programs. Develop and execute market level and retailer specific consumer support programs.</li><li>Work with business teams to build sales presentations and support tools for sales force. Work with agency to manage social media sites.</li><li>Manage project/marketing budget. Manage Point of Sale inventory.</li></ul>	Bachelor or above	3	4	20,000,000	25,000,000
Senior Marketing Executive	<ul style="list-style-type: none"><li>Develop and implement creative marketing strategies that will make an impact, support the brand and drive sales and online traffic. Manage the marketing budget on a day to day basis.</li><li>Produce innovative and cost-effective promotions both in print and online. Develop and maximize third party relationships to deliver on brand objectives and strategies.</li><li>Deliver an events program, to ensure that brand presence is maximized and strategic objectives are met.</li></ul>	Bachelor or above	3	4	15,000,000	25,000,000
Marketing Executive	<ul style="list-style-type: none"><li>Develop marketing campaigns to promote a product, service or idea.</li><li>Be able to planning, advertising, public relations, event organization, product development, distribution, sponsorship and research.</li><li>Implement creative marketing strategies that will make an impact, support the brand .</li></ul>	Bachelor or above	2	3	7,000,000	15,000,000
Marketing Assistant	<ul style="list-style-type: none"><li>Assemble consumer rating reports by compiling, consolidating, formatting, and summarizing information, graphs, and presentations. Update competitor database by inputting data from field sales. Compile, consolidate, format, and summarize information, graphs and presentations, distribute reports.</li><li>Publish pricing schedules by verifying freight rates, charges, and allowances. Support sales presentations by assembling quotations, proposals, videos, slide shows, demonstration and product capability booklets, compiling account and competitor analyses.</li><li>Prepare mailers and brochures by formatting content and graphics, arranging printing and internet packages. Maintain marketing library by checking and replenishing inventory.</li></ul>	Bachelor or above	0	1	7,000,000	10,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Public Relations						
Corporate Communication Manager	<ul style="list-style-type: none"><li>Meet client and conceptualize/plan the whole campaign. Presentation of proposal and close the deal.</li><li>Build good ties with the current and prospective clients. Network with the media and publishers.</li><li>Prepare proposal and negotiate deals with media and Event Management.</li></ul>	Bachelor or above. MBA: preferred	7	8	50,000,000	60,000,000
PR Manager	<ul style="list-style-type: none"><li>Develop and implement the media/PR campaigns for clients such as create proposal, participate in presenting proposal to clients, creative briefing, brainstorming.</li><li>Work with Journalists to control news on newspapers, magazines, report to Clients/Management directly.</li><li>Keep in touch with Journalists, take care of them well is prior task.</li></ul>	Bachelor or above	4	5	35,000,000	45,000,000
PR Specialist	<ul style="list-style-type: none"><li>Be responsible for the development and implementation of branding campaigns, business development initiatives and strategic marketing and communications plans to promote the company products and services, by articles, press release writing. Develop marketing communications campaigns. Create thought leadership materials.</li><li>Create and deliver press releases, media relations content, case studies, white papers, executive bios, corporate newsletter content, social media content, and speaking proposals. Identify, develop and execute communications strategy for key media contacts and customer references.</li><li>Research media coverage and industry trends. Develop fresh story ideas. Conduct extensive media outreach. Improve communication efficiencies within company.</li></ul>	Bachelor or above	3	4	15,000,000	20,000,000
PR Officer/ Assistant	<ul style="list-style-type: none"><li>Create, deliver, edit, and optimize PR materials. Ensure that messages are supportive of and consistent with marketing strategies. Supervise social media outreach.</li><li>Coordinate and deliver email campaigns. Mass-mail materials. Create brochures and sell sheets. Provide support to public relations department.</li><li>Coordinate flow of information and communication and disseminate it according to plan/strategy. Work with manager and business units to determine budget and manage expenses to that budget. Promote products and services through public relations initiatives.</li></ul>	Bachelor or above	2	3	7,000,000	10,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Retail						
Brand Manager	<ul style="list-style-type: none"><li>• Work to the objective of maximizing the sales volume and profitability of a department store concession.</li><li>• Lead by example and ensure the delivery of outstanding customer service and the achievement of the sales targets of the brand.</li><li>• Recruit, train and develop a highly motivated, service focused sales team, also drive, manage and support all sales and promotional activity, make commercial decisions based on relevant store and competitor activity.</li></ul>	Bachelor or above	3	4	20,000,000	30,000,000
Shop/Store Manager	<ul style="list-style-type: none"><li>• Complete store operational requirements by scheduling and assigning employees, following up on work results. Maintain store staff by recruiting, selecting, orienting, and training employees.</li><li>• Maintain store staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results. Achieve financial objectives by preparing an annual budget, scheduling expenditures; analyzing variances, initiating corrective actions.</li><li>• Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.</li></ul>	College or above	4	5	10,000,000	15,000,000
Brand Executive	<ul style="list-style-type: none"><li>• Keep up to date with market trends and new developments utilizing information for business improvement. Accountability for Brand’s performance &amp; work closely with sales team.</li><li>• Formulate and implement trade/marketing strategies. Execution of trade and promotional activities. Manage advertising and promotion funds.</li><li>• Provide market analysis information pertaining to competitors, trends and activities. Product Development.</li></ul>	College or above	2	3	8,000,000	15,000,000
Shop/Store Supervisor	<ul style="list-style-type: none"><li>• Arrange retail staff, including cashiers and people working on the floor. Meet financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, initiating corrective actions.</li><li>• Formulate pricing policies. Determine daily coupons. Ensure pricing is correct.</li><li>• Work on store displays. Attend trade shows to identify new products and services.</li></ul>	High school or above	2	3	7,000,000	10,000,000
Sales Representative	<ul style="list-style-type: none"><li>• Deliver service existing accounts, obtains order, and establish new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors. Adjust content of sales presentations by studying the type of sales outlet or trade factor.</li><li>• Focus sales efforts by studying existing and potential volume of dealers. Submit orders by referring to price lists and product literature.</li><li>• Keep management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly/ annual territory analyses.</li></ul>	High school or above	0	1	5,000,000	7,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Head of Sales/Sales Director	<ul style="list-style-type: none"><li>Determine annual unit and gross-profit plans by implementing marketing strategies, analyzing trends and results. Establish sales objectives by forecasting and developing annual sales quotas for regions and territories. Project expected sales volume and profit for existing and new products.</li><li>Implement national sales programs by developing field sales action plans. Maintain sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.</li><li>Establish and adjust selling prices by monitoring costs, competition, and supply and demand.</li></ul>	Bachelor or above: MBA preferred	9	10	80,000,000	100,000,000
National Sales Manager	<ul style="list-style-type: none"><li>Create and implement effective direct sales strategies and lead nationwide direct sales personnel toward achievement of corporate sales objectives. Develop competencies and processes required to create an effective and efficient sales organization.</li><li>Provide leadership through effective communication of vision, active coaching and development while comparing sales results to goals and taking appropriate action to correct when necessary. Ensure effective hiring, orientation, training, development and retention of sales.</li><li>Provide supervision through field visits, observations and measurement of results to include performance appraisals and salary reviews.</li></ul>	Bachelor or above: MBA preferred	8	10	60,000,000	80,000,000
Regional Sales Manager	<ul style="list-style-type: none"><li>Accomplish regional sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees in assigned districts.</li><li>Achieve regional sales operational objectives by contributing regional sales information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards, resolving problems, completing audits, identifying trend, determining regional sales system improvements, implementing change.</li><li>Meet regional sales financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, initiating corrective actions.</li></ul>	Bachelor or above	5	6	30,000,000	40,000,000
Area Sales Manager	<ul style="list-style-type: none"><li>Achieve Sales Targets as planned and committed in the Business Plan. Develop Institutional Sales. Complete appointment of distributors wherever committed and required.</li><li>Ensure proper supervision and control over SR's, SO's, Distributors &amp; Traders.</li><li>Maintain &amp; monitor the performance of all distributors &amp;Traders and Field Force of assianed area.</li></ul>	Bachelor or above	3	4	20,000,000	25,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Sales Manager	<ul style="list-style-type: none"><li>Determine annual unit and gross-profit plans by implementing marketing strategies, analyzing trends and results. Establish sales objectives by forecasting and developing annual sales quotas for regions and territories, projecting expected sales volume and profit for existing and new products.</li><li>Implement national sales programs by developing field sales action plans. Maintain sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.</li><li>Establish and adjust selling prices by monitoring costs, competition, and supply and demand.</li></ul>	Bachelor or above	5	7	40,000,000	50,000,000
Assistant Sales Manager	<ul style="list-style-type: none"><li>Maintain promotional database by inputting invoice and bill-back data. Update managers by consolidating, analyzing, and forwarding daily action summaries.</li><li>Resolve order and inventory problems by investigating data and history, identifying alternate means for filling orders, notifying managers and customers. Resolve promotional allowance, rebate, and pricing discrepancies by researching promotion details and regular and special prices, forwarding resolution to managers.</li><li>Provide product, promotion, and pricing information by clarifying customer request, selecting appropriate information, forwarding information, answering questions.</li></ul>	Bachelor or above	4	5	30,000,000	45,000,000
Senior Sales Executive	<ul style="list-style-type: none"><li>Enhance staff accomplishments and competence by planning delivery of solutions, answering technical and procedural questions for less experienced team members, teaching improved processes, mentoring team members.</li><li>Identify business opportunities by identifying prospects and evaluating their position in the industry, researching and analyzing sales options.</li><li>Sell products by establishing contact and developing relationships with prospects, recommending solutions.</li></ul>	College or above	3	4	10,000,000	18,000,000
Sales Executive	<ul style="list-style-type: none"><li>Maintain relationships with clients by providing support, information, and guidance, researching and recommending new opportunities, recommending profit and service improvements.</li><li>Identify product improvements or new products by remaining current on industry trends, market activities, and competitors.</li><li>Prepare reports by collecting, analyzing, and summarizing information.</li></ul>	College or above	1	2	8,000,000	15,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Sales Assistant	<ul style="list-style-type: none"><li>Update managers by consolidating, analyzing, and forwarding daily action summaries. Resolve order and inventory problems by investigating data and history, identifying alternate means for filling orders; notifying managers and customers.</li><li>Resolve promotional allowance, rebate, and pricing discrepancies by researching promotion details and regular and special prices, forwarding resolution to managers.</li><li>Provide product, promotion, and pricing information by clarifying customer request, selecting appropriate information, forwarding information, answering questions.</li></ul>	College or above	0	1	8,000,000	15,000,000
Sales Coordinator	<ul style="list-style-type: none"><li>Respond quickly and efficiently to all in-coming sales enquiries. Responding to and co-coordinating all internal meeting requests.</li><li>Follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities.</li><li>Contract bookings and raising invoices. Promotion of our facilities to new and existing clients through a pro-active approach. Assist in implementing the sales strategy as set by the Sales manager, and in association with the contracted banqueting caterers, including strategies for encouraging repeat business and up-selling.</li></ul>	College or above	0	1	8,000,000	15,000,000
Trade Marketing Manager	<ul style="list-style-type: none"><li>Develop yearly plan &amp; control total budget. Prepare sales tool as well as set up KPI to evaluate sale performance as daily basic with P&amp;L rationale.</li><li>Develop, process execution &amp; evaluate Trade promotion programs. Develop, set up criteria to track &amp; maintain Picture of Success for company products at outlets in both ON and OFF channels through Point-of-sale merchandising.</li><li>Organize event and manage Promotion Girl team for Trade activation. Manage in-out inventory and deliver product as well as sales support items.</li></ul>	Bachelor or above	5	7	30,000,000	60,000,000
Senior/Trade Marketing Executive	<ul style="list-style-type: none"><li>Reinforce &amp; smoothen the implementation of trade related activities. Identify opportunities for trade distribution expansion and proceed demand creation revenues.</li><li>Update &amp; give feedback of market and competitor information and propose responsive actions in a proactive manner. Assist to develop and upgrade brand image &amp; create brand experience environment at modern trade channel (MT) and General Trade channel (GT).</li><li>Assist to develop key account development strategic, execute plans for the achievement of category targets and objectives.</li></ul>	Bachelor or above	1	3	10,000,000	28,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
HORECA/ Channel Manager	<ul style="list-style-type: none"><li>Be responsible for developing and maintaining Key accounts at on-premises channel. Creating “new customers” by identifying key decision makers, demonstrating a strategic selling approach. Maintain a high level of activity to meet daily sales metrics and develop a healthy sales funnel.</li><li>Manage external partner relationships with Key customers at On-Premise. Plan, execute and measure advertising campaigns for customers. Manage Marketing Fund, Sales volume, POSMs,... Meet or exceed monthly and quarterly revenue and profitability targets.</li><li>Work closely with Field Sale and Trade Marketing to increase the quality and quantity of Sales service and Volume.</li></ul>	Bachelor or above	4	5	40,000,000	60,000,000
Modern Trade Manager	<ul style="list-style-type: none"><li>Identify the special/seasonal occasions to capture incidence of products, suggest marketing calendar by key accounts, provide the tailor made consumer promotional programs that drive sales volume, profit and share in key accounts effectively and efficiently.</li><li>Deal with key customers for setting objectives and monthly tracking performance by key accounts, work with key customers for setting, maintaining and developing good business relations.</li><li>Co-operate with channel marketing to define merchandising standard by channel of each key account, ensure that key account customers will be co-operated with the merchandising execution of sales persons or merchandisers (by brand, channel, price and package).</li></ul>	Bachelor or above	4	5	40,000,000	60,000,000
Key Account Manager	<ul style="list-style-type: none"><li>Formula winning strategy for Key Accounts and minimize channel conflict with General Retail.</li><li>Develop Trading Term for Key Accounts to achieve growth and sustainability.</li><li>Manage Key Accounts relationship at the top to top level (Purchasing Director &amp; CEO) to ensure preferred vendor status. Coordinate the joint business planning process on a quarter basis with Key Account. Manage fulfillment distributor to serve the Key Accounts.</li></ul>	Bachelor or above	3	5	40,000,000	60,000,000
Group Brand Manager	<ul style="list-style-type: none"><li>Develop a compelling vision of consumers' existing and future needs. Acquire and develop a deep understanding of consumers, their behavior and attitudes towards the brand, the category and the wider world through interpretation and deployment of market research.</li><li>Use the consumer understanding, the competitive dynamics and boundaries of the market.</li><li>Lead the internal and external brand team members to successfully manage the brand in following aspects: advertising/ communication, media management, execution of all aspects of the marketing plan.</li></ul>	Bachelor or above	7	8	50,000,000	65,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Senior Brand Manager	<ul style="list-style-type: none"><li>Be responsible for the marketing of a product or service in its entirety, from research and development through sales. Oversee the advertising for the product, directs the marketing research and manages distribution.</li><li>Supervise all activities related to the brand, be the key sources of information within the organization on the brand and on competitive products. Work closely with all internal departments and external suppliers involved in the sales and marketing of the product or service.</li><li>Ensure the success of the brand. Oversee and be accountable for the product’s financial performance.</li></ul>	Bachelor or above	5	6	40,000,000	55,000,000
Brand Manager	<ul style="list-style-type: none"><li>Be responsible for building brand communication strategy, as well as reaching the whole year sales target.</li><li>Manage internal teams (PR, Event, Digital, Media, Medical, Trade Marketing team...), and external teams (agencies, suppliers...) to guarantee flawless execution of integrated campaigns, as well as timing of launch.</li><li>Forecast &amp; adjust sales volume yearly, quarterly &amp; monthly. Support Sales team, and have prompt action to hit the sales target.</li></ul>	Bachelor or above	3	4	30,000,000	40,000,000
Assistant/Junior Brand Manager	<ul style="list-style-type: none"><li>Assist in running innovation projects, landing company’s innovations in market, constantly review category performance for ongoing improvement.</li><li>Manage launches and re-launches, manage and grow Brand through brand-driven activation, renovation of current core portfolio.</li><li>Achieve brand share and profitable NPS/profit growth targets through translation of brand &amp; marketing plans into market-implementation and customer plans.</li></ul>	Bachelor or above	2	3	15,000,000	30,000,000
Brand Executive	<ul style="list-style-type: none"><li>Be responsible for brand building, liaising with agencies, production of in – house promotional materials and publications, preparing press releases, organizing promotional activities.</li><li>Understand market and customer. Preparation of brand plan-marketing, quarterly promotional strategy-input finalization and input implementation plan.</li><li>Brand sales analysis and follow up for strategy implementation. Ensuring brand profitability. Pilot the innovations and creating new indications and expanding markets.</li></ul>	Bachelor or above	1	2	10,000,000	20,000,000



FINANCE & BANKING

		Experience (In Years)		Monthly Gross Salary (VND)		
Position	Job Description	Qualification	Minimum	Maximum	Minimum	Maximum
Retail Banking						
Head of Retail Banking	<ul style="list-style-type: none"><li>Be responsible for the oversight of the retail business line, branch network, Work Place banking and all initiatives to assure successful service delivery and strategy fulfillment.</li><li>Be responsible for the position include deposit and lending services, new product research and development, customer service and loyalty delivery systems, employee enrichment, education and training, performance management, annual cost/benefit analysis of existing products.</li><li>Prepare of detailed reports for committee and board meetings and related regulatory compliance.</li></ul>	Master degree in Banking/ Finance	20	25	220,000,000	360,000,000
Head of Retail Products	<ul style="list-style-type: none"><li>Be responsible for the development and design of retail banking Asset and Liability products to meet customer segmentation requirements, responsible for product profitability and to ensure the product operates as required via system and channels, need to be considering business process and functionality via each channel to ensure customer and staff experience with originating product sales is “user friendly” and cost effective.</li><li>Be responsible for establishing product sales targets and business objectives for each product working with Head of Segments and Channels to develop products for distribution via multi channel to support segmentation strategy.</li><li>Be responsible for increasing Market share for each retail banking product.</li></ul>	Bachelor degree in Banking/ Finance	15	20	100,000,000	160,000,000
Head of Sales and Services	<ul style="list-style-type: none"><li>Drive performance to maximize market share, profitability, productivity through quality sales. Drive accountability and clear consequence management to outperform agreed business plans and targets in revenue, productivity, sales and customer terms.</li><li>Ensure adherence to Bank policies, processes and external regulatory and legislative requirements including sales management process.</li><li>Customer complaint management. Leverage and embed Sales &amp; Service best practice across the branches.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	15	20	80,000,000	160,000,000
Sales Manager	<ul style="list-style-type: none"><li>Increase market presence and profile for Retail Payments &amp; Cash Management business. Formulate and implement aggressive business development plans.</li><li>Aggressively grow share of client Retail Payments &amp; Cash Management wallet by ensuring product capabilities are in line with client/sector requirement.</li><li>Contribute to the effective management of top Retail Banking - Payments &amp; Cash Management relationships by making, designing and solutions in line with product capabilities and customer’s requirement.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration10	10	20	80,000,000	120,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Retail Banking						
Mortgage Manager	<ul style="list-style-type: none"><li>Be responsible for producing and selling high quality mortgage product sales to customers and prospects in a fashion consistent with the bank standards by building referral relationships with realtors, builders, customers, and other sources by providing the unpatrolled customer experience.</li><li>Act as a resource to customers of bank personnel for mortgage sales and services activities. Promote the bank and its lending services to the real estate community. Leverage Business Partners to ensure full spectrum of institutional ability is brought to the Customer Experience.</li><li>Achieve personal monthly production quotas. Require compliance with lending regulations and bank's underwriting guidelines and lending policies.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	10	15	60,000,000	100,000,000
Branch Manager	<ul style="list-style-type: none"><li>Strategic Management: Develop and drive execution of business strategies for the Retail Banking segments at branch.</li><li>Business Development: Drive new businesses and revenue for the branch to deliver strategic and annual operating targets through enhancing and strengthening the sales and service culture within the retail business, active engagement with both existing and prospective customers.</li><li>Branch Management: Manage the day to day operations of the retail business at branch, which often involves making a series of decisions on various issues and aspects, to ensure the bank's interests are protected, business objectives are achieved, excellent services are delivered to customers and the entire team at branch is highly engaged and motivated.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	10	15	60,000,000	80,000,000
Bancassurance Manager	<ul style="list-style-type: none"><li>Achieve of collaborative, revenue and product mix targets Work closely with partner Business Heads and Branch Leaders, act as the SME, to ensure Bancassurance objectives are understood and met.</li><li>Hand on coaching and development, motivation and influencing. Assist in the development of projects to ensure banca distributions needs and requirements are understood and implemented.</li><li>Be the relationship manager, the interface between the Bank and Company to build strong strategic and cohesive relationships with Bancassurance Business Partners whilst ensuring complaints/issues are dealt with promptly and effectively.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	10	20	30,000,000	60,000,000
Relationship Manager	<ul style="list-style-type: none"><li>Be responsible for managing the strategic client relationships in Retail Banking which will include managing the existing customers and the acquisition of new customers.</li><li>Generate, retain, &amp; expand lending, deposit and others retail bank products, build the relationship with new and existing clients through client referrals.</li><li>Develop, generate and follow-up on new client leads through existing clients, client referrals, &amp; prospecting.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	5	10	20,000,000	40,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Retail Banking						
Relationship Officer	<ul style="list-style-type: none"><li>Be responsible for managing the strategic client relationships in Retail Banking which will include managing the existing customers and the acquisition of new customers.</li><li>Provide insight &amp; ideas for enhancing client relationships, client cash flow, profitability, and efficiency. Manage the overall credit quality of assigned portfolio (includes sales, credit analysis, loan structuring, client and prospect interviews).</li><li>Monitor &amp; manage existing credit relationship, which includes note renewals, reviewing &amp; detailed analysis of current financial statements &amp; collateral valuations, credit analysis, cash flow analysis, delinquency reporting, documenting exceptions &amp; covenant monitoring, compiling reports necessary to monitor asset &amp; credit quality and compliance with policy/regulation.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	2	5	12,000,000	18,000,000
Corporate Banking						
Head of Corporate Banking	<ul style="list-style-type: none"><li>Monitor operational, economic and social data relevant to the business of the Bank for evolving strategies and policy guidelines in the Corporate Banking department.</li><li>Develop, recommend and implement marketing strategies and plans consistent with established goals in Corporate Banking including Assets &amp; Liabilities.</li><li>Constantly endeavor to improve the Bank’s competitive position by review of the plans and policies. Set goals, objectives and measurement standards for each Relationship Manager and monitors and evaluates their performance on a periodical basis. Ensure that departmental efforts are coordinated in meeting customer requirements.</li></ul>	Master degree in Banking/ Finance	20	25	350,000,000	500,000,000
Head of Global Banking	<ul style="list-style-type: none"><li>Lead a Team of high performing individuals servicing Global Network Corporate clients, and delivery on Team Goals and Engagement.</li><li>Own a set of relationships and deliver on client satisfaction and budget metrics.</li><li>Ownership for Team deliverables, including but not limited to – Financial Modeling, Company and Industry Research, Data flow Coordination.</li></ul>	Bachelor degree in Banking/ Finance	20	25	200,000,000	350,000,000
Head of SMEs	<ul style="list-style-type: none"><li>Assess SME products and new business ideas to apply to reality.</li><li>Disseminate and communicate policies and procedures of SME segment to sales team and distribution channels.</li><li>Support and guide RMs/SRMs to develop Sales target, manage cross-selling chances and appraise sales capacity of SME segment in area in charge.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	15	20	100,000,000	160,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Corporate Banking						
Head of Large Corporates	<ul style="list-style-type: none"><li>Assess corporate banking products and new business ideas to apply to reality.</li><li>Disseminate and communicate policies and procedures of large corporates segment to sales team and distribution channels.</li><li>Support and guide RMs/SRMs to develop Sales target, manage cross-selling chances and appraise sales capacity of large corporates segment in area in charge.</li></ul>	Bachelor degree in Banking/ Finance	15	20	140,000,000	200,000,000
Head of Financial Institution	<ul style="list-style-type: none"><li>Be responsible for managing Relationships with key Finance Institution clients.</li><li>Supported by relevant teams in Transaction Banking, Financial &amp; Capital Markets.</li><li>Achieve assigned Revenue and Return targets.</li></ul>	Bachelor degree in Banking/ Finance	15	20	140,000,000	200,000,000
Head of Corporate Product	<ul style="list-style-type: none"><li>Be responsible for the profitability of all Corporate Banking products and services including planning, directing and organizing of Banking product management resources to ensure that they contribute to the overall objectives of Banking Products.</li><li>Formulate product strategies for the assigned product line in alignment with the overall cash management strategy.</li><li>Ensure that all Banking products comply with local regulations, the bank policies and internal procedures.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	15	20	120,000,000	200,000,000
Senior Relationship Manager	<ul style="list-style-type: none"><li>Business Development: Define a strategy for each client and prospect. Profitability: Negotiate the best conditions and / or obtain considerations.</li><li>Increase Book's income sources by cross selling. Portfolio Management: Frequency of visits tailored to client's business risk and opportunity profile.</li><li>Client Service: Stay fully aware of the needs of clients and prospects. Answer these needs in accordance with strategic orientations: Find a balance between client requests and the requirements and goals of the Bank.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	7	15	50,000,000	100,000,000
Credit Admin Manager	<ul style="list-style-type: none"><li>Manage Credit Services Department performance and quality of services provided to clients. Define team structure and allocate resources according to daily activities.</li><li>Manage overall activity, processes and time schedule. Ensure proper documentation for client on-boarding/ account openings, KYC review and data quality in accordance with banking policies and regulatory requirements.</li><li>Perform 1st level Credit Risk Control to ensure proper implementation of credit documents and facility utilizations in accordance with credit decisions and local regulatory requirements.</li></ul>	Bachelor degree in Banking/ Finance	7	10	40,000,000	70,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Corporate Banking						
Business Development Manager (PCM)	<ul style="list-style-type: none"><li>● Increase the bank market presence and profile for Global Payments &amp; Cash Management business. Formulate and implement aggressive business development plans.</li><li>● Aggressively grow the bank share of client Global Payments &amp; Cash Management wallet by ensuring product capabilities are in line with client/sector requirement.</li><li>● Contribute to the effective management of top Commercial Banking - Payments &amp; Cash Management relationships by making, designing and solutions in line with product capabilities and customer’s requirement.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	7	15	25,000,000	50,000,000
Business Development Manager (TF)	<ul style="list-style-type: none"><li>● Maximize revenue growth through business development sales for Trade Finance products.</li><li>● Develop effective strategies for winning new clients in order to generate new income for the Group. Identify new sales opportunities in the form of new to bank or new to trade alongside Relationship Managers.</li><li>● Achieve the profitability hurdle rate as defined by Customer Groups. Manage pipeline of new customers and follow end to end sales process as defined by Business Development Transformation.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	7	15	25,000,000	50,000,000
Relationship Manager	<ul style="list-style-type: none"><li>● Be responsible to manage the strategic client relationships in Corporate Banking which will include managing an existing customers and the acquisition of new customers.</li><li>● Profitability: Negotiate the best conditions and / or obtain considerations. Increase Book’s income sources by cross selling.</li><li>● Client Service: Stay fully aware of the needs of clients and prospects. Answer these needs in accordance with strategic orientations: Find a balance between client requests and the requirements and goals of the Bank.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	7	10	25,000,000	40,000,000
Credit Admin Officer	<ul style="list-style-type: none"><li>● Prepare and issue facility letters and related security documents for credit facilities, in coordination with Relationship Managers, Compliance and Legal for advice/ clarification on legal/ credit admin requirements. Perform conformity checks on the credit terms under facility letters and security documents against credit decisions and regulatory requirements, and to escalate for approval where there is any discrepancies.</li><li>● Review completeness and acceptability of the legal documents for the lending business and ensuring that follow-up actions are taken by the business line. Ensure satisfaction of conditions precedent, internal guidelines before disbursement of loans.</li><li>● Ensure facility limits, security documents set up into the banking systems once documentation are in order.</li></ul>	Bachelor degree in Banking/ Finance	3	7	12,000,000	20,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Operations						
Head of Operations	<ul style="list-style-type: none"><li>Payment and Receipt i.e. manual payments, Connexis payments and massive payments such as payroll. Cash counter transactions, cash collection through partner banks.</li><li>Authorize all payments in the local payment systems, to review current procedures periodically and prepare a new one to adapt changing situation. Trade Finance operations inclusive Import, Export, Bank guarantees, Trade Loans, LC confirmation and Supply chain operations.</li><li>Deeply work with Regional processing teams to enhance process between two parties. Main purpose less errors, less time consuming for process transactions. Lead staffs to solve clients, other parties complaint regarding to Operations’ service.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	15	25	50,000,000	120,000,000
Deputy Head of Operations	<ul style="list-style-type: none"><li>Assist to Head of Operations.</li><li>Manage Corporation banking operations teams including Cash Management operations.</li><li>Manage trade finance Operations.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	15	20	50,000,000	80,000,000
Payment Manager	<ul style="list-style-type: none"><li>Manage the operations of the Payments - GSSC KL, in ensuring consistent delivery of high quality services to customers and meeting objectives set by the Group using available resources allocated while maintaining operational risk to an accepted level.</li><li>Daily operation to achieve service quality by meeting / exceeding service standards and achieving zero defect for Cash Management Operations i.e. Pre-Processing, Processing and Static Data Unit (set up, maintenance, pricing and billing).</li><li>Discharge operational duties of the Payments Unit (Sanctions Alert Processing, Payments), and ensure that the established service standards are met.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	20	60,000,000	80,000,000
Senior Payment Officer	<ul style="list-style-type: none"><li>Assist the Manager/ Head of Department to manage the operations of the Payments - GSSC KL, in ensuring consistent delivery of high quality services to customers and meeting objectives set by the Group using available resources allocated while maintaining operational risk to an accepted level.</li><li>Assist the Manager/ Head of Department in daily operations to achieve service quality by meeting / exceeding service standards and achieving zero defect for Cash Management Operations i.e. Pre-Processing, Processing and Static Data Unit (set up, maintenance, pricing and billing).</li><li>Discharge operational duties of the Payments Unit (Sanctions Alert Processing, Payments), as instructed by the Manager of the Unit/ Head of Department and ensure that the established service standards are met.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	5	10	30,000,000	40,000,000

		Experience (In Years)		Monthly Gross Salary (VND)		
Position	Job Description	Qualification	Minimum	Maximum	Minimum	Maximum
Operations						
Payment Officer	<ul style="list-style-type: none"><li>● Handle client’s enquiries and support to manage their capital, current, OD and loan accounts. Handle legal and funding issues of daily in and out flows. Control domestic and overseas payments (documents, internal and external systems).</li><li>● Manage monthly fees of clients and partner banks. Monitor reports for the State Bank (client’s capital and foreign currency trading reports. Control the client’s loan and capital reports.</li><li>● Reconcile end of day reports of interbank systems. Reconcile nostrum accounts. Monitor the money laundering systems. Create and test new processes and new payment systems.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	3	10	12,000,000	30,000,000
Trade Finance Operation Manager	<ul style="list-style-type: none"><li>● Manage all trade and guarantee related services.</li><li>● Provide trade finance solutions to support both importers and exporters helping to reduce risk, increase supply chain efficiency, reduce operating costs and free up working capital (i.e. Pre-shipment finance, Export L/C finance, Bill discounting, Post-shipment finance ...).</li><li>● Be responsible for trade processing center. Work with Trade &amp; Commodities Sales to originate, pitch trade deals, provided trade finance technical training for clients.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	15	20	60,000,000	80,000,000
Senior Trade Finance Operations Officer	<ul style="list-style-type: none"><li>● Write transaction processes, finding and handle problems in system. Supervise and control the work of section. Handle and check daily operation. Check all products of trade services as Officer position.</li><li>● Support customer prepared Shipping documents as Supervisor position. Check all required reports to Head Office, State Bank of Vietnam and other local authorities. Deal with customer, take care and maintain customer relationship.</li><li>● Assist to train new staff and contribute to establish good operation of the Bank. Assist and corporate with other department to develop new customer. Research and resolve customer's requirements.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	7	15	24,000,000	30,000,000
Trade Finance Operations Officer	<ul style="list-style-type: none"><li>● Assist traders with orders and execute transactions as needed. Process appropriate transactions and allocations. Responsible for trade capture, trade activity reporting and P&amp;L and risk calculations. Advise traders, trade analysis staff and operations staff of any position adjustments and/or discrepancies.</li><li>● Review trade sheets and tickets. Maintain position records and compiles analysis/reports, as requested. Track and verify trades, checking accuracy of daily processed trades vs. traders’ slate. Assist traders by disseminating research and market information. Collect or prepare information and briefing packages.</li><li>● Maintain and update the firm’s databases. Adhere strictly to compliance and operational risk controls in accordance and regulatory standards, policies and practices, report control weaknesses, compliance breaches and operational loss events. Support the Company's Diversity programs.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	3	7	13,000,000	24,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Operations						
Customer Services Manager	<ul style="list-style-type: none"><li>● Enhance Company’s image through pro-active customer-driven servicing of their needs in support of the goal of exceeding customer expectations, initiate referral of new business through customer contact and use of customer relationship management system.</li><li>● Meet established sales referral and promotional sales goals and provide guidance to less experienced personnel in the sales referral process.</li><li>● Accept and process more complex deposits, payments, checks for cashing and other transactions according to established procedures and performance standards.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	15	50,000,000	70,000,000
Senior Customer Services Officer	<ul style="list-style-type: none"><li>● Handle all client’s cash, account, internet banking &amp; products queries. Maintain the relationship with client and support Relationship Managers. Arrange the service with partner banks.</li><li>● Co-ordinate with all other depts. Build up the relationship with new &amp; potential client for opening account. Handle all new client.</li><li>● Advise and propose suitable services for each client, each case. Update and revise the legal documents and bank forms. Review and propose the pricing/tariff.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	7	10	18,000,000	25,000,000
Customer Services Officer	<ul style="list-style-type: none"><li>● Maintain strong relationship with existing customers and build the new relationship with potential clients. Conduct KYC and updates of customer information. Follow up and handle all customer’s requests and queries.</li><li>● Deposit operations works: Provide the customers detailed information about bank’s products and offered them the best suitable products/services. Check cash on teller’s balance, all daily vouchers &amp; documents. Perform approval on the system for any transactions such as cash deposit, cheque withdrawal, FD placement &amp; withdrawal.</li><li>● Control the cash limitation in hand and in vault as well as VCB &amp; SBV account. Control the volume of deposit in both current accounts and FDs of all customers.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	3	7	14,000,000	18,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Risks						
Chief Risk Officer	<ul style="list-style-type: none"><li>Develop and implement bank's overall risk systems, policies and procedures, develop risk management framework to identify, measure and report on all credit risk, market risk and operating risk issues and ensure consistent reporting across units.</li><li>Oversee monitoring and enforcing of internal risk policies and ensure compliance with local and international regulation.</li><li>Assist business/support units to manage and implement risk management mechanism. Address correction of any weakness identified during assessments and audit exercises.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	12	25	100,000,000	400,000,000
Market Risk Manager	<ul style="list-style-type: none"><li>Develop proactive engagement with the business and Risk Committee in pursuit of balanced risk / return via discussions on short-term liquidity and onshore market risk exposures and limits.</li><li>Support and lead country teams to ensure that market and short-term liquidity risk policies and limit monitoring systems are fully implemented within the region. Ensure that market and short-term liquidity risk measurement methodologies are fit-for-purpose, comprehensive and implemented with integrity.</li><li>Establish and maintain control framework to ensure compliance with internal policies, procedures, requirements, code of conducts, and applicable external laws and regulations.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	20	40,000,000	80,000,000
Credit Risk Manager	<ul style="list-style-type: none"><li>Ensure all hindsight reviews are processed in a timely manner with the highest level of accuracy. Record findings from the hindsight reviews and analyze and report on collated data. Manage monthly and quarterly reporting to Board, Audit &amp; Risk Committee, Credit Committee and management, detailing and analyzing exposures, providing comparisons and trends, prescribed and specific provisions, key risk issues and large exposure information.</li><li>Manage monthly and quarterly reporting to Board, Audit &amp; Risk Committee, Credit Committee and management , detailing and analyzing exposures, providing comparisons and trends, prescribed and specific provisions, key risk issues and large exposure information.</li><li>Support all credit risk team members by assisting in the day to day running of the department in general and the organization in particular.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	20	40,000,000	80,000,000
Operations Risk Manager	<ul style="list-style-type: none"><li>Develop and implement effective risk management frameworks, systems and processes. Provide guidance and foster the development of a sound risk culture in businesses.</li><li>Manage the effective implementation and execution of Operational Risk Measurement &amp; Management framework together with Compliance framework and all associated procedures, policies, programs and processes.</li><li>Support, guide and facilitate identification, assessment, analysis and monitoring of key risks with provision of education, training, oversight of assessment, testing of controls, reporting of risks, trends and issues to the business. Assist the implementation and maintenance of high quality Operational Risk programs.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	20	40,000,000	80,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Risks						
Head of Credit Approval/	<ul style="list-style-type: none"><li>Support good asset growth within prescribed group policy and risk appetite through exercising of sound credit judgment.</li><li>Control LI per budget. Drive productivity and approval quality.</li><li>Liaise with CRM team to provide feedbacks on necessary policy refinements. Ensure all audits and reviews meet with internal and regulatory standards satisfactorily.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	12	25	80,000,000	100,000,000
Head of Collections/ Retail Banking Head of Recovery/ Corporate Banking	<ul style="list-style-type: none"><li>Be responsible for collections strategy including pre delinquency collections and late delinquency collections for credit card, mortgage, and overdraft customers.</li><li>Direct and coordinate credit, fraud investigations, and delinquent account collections. Review collection reports to ascertain status of collections and balances outstanding and to evaluate effectiveness of current collection policies and procedures.</li><li>Audit uncollectible delinquent accounts to ensure maximum efforts taken before assigning bad-debt status to account. Submit delinquent accounts to attorney or outside agency for possible legal action relating to collection.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	20	40,000,000	80,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Treasury						
Head of Treasury	<ul style="list-style-type: none"><li>Be responsible for all operational treasury functions which include, daily cash management and risk analysis. Liquidity management, cash reporting and variance analysis.</li><li>Support in treasury policy, as well as assist in funding strategy. Develop and maintain key banking and investor relationships, responsibility for the banking, loan and covenant agreements.</li><li>Manage direct reports to improve functionality of Treasury function.</li></ul>	Degree in Finance and Accounting	12	25	100,000,000	200,000,000
Money Market Manager	<ul style="list-style-type: none"><li>Nurture and maintain excellent working relationships with accredited banks and fund investment houses. Work as a supervisor of the team of the money market agents and officers who are assigned banks.</li><li>Ensure that the funds are correctly managed for optimum earnings. Maintain the coordination with the HR to ensure that allocated payroll funds are synchronized.</li><li>Provide the proper and regular reports to the finance committee or executives or the senior authorities. Study the reports on the status of earning of idles bank resources.</li></ul>	Degree in Finance and Accounting	10	20	40,000,000	80,000,000
Foreign Exchange Manager	<ul style="list-style-type: none"><li>Daily liaise with clients by phone and email, executing orders on their behalf and where necessary keeping them informed of developments in financial markets.</li><li>Account management of existing database. Trade and client contact input and co-ordination with back office to ensure the smooth running of the treasury function. Research and close new business, through both self generated and sales leads and networking.</li><li>Follow news and events likely to affect the financial markets and client expectations. Report on monthly, quarterly and annual progress towards any relevant targets.</li></ul>	Degree in Finance and Accounting	10	20	40,000,000	80,000,000
Bond & Derivatives Manager	<ul style="list-style-type: none"><li>Manage and lead a group of bond traders responsible for the timely buying and selling of government or corporate bonds.</li><li>Review orders to ensure accuracy, proper record keeping, and conformance to regulations. Evaluate market volatility and ensure clients receive the best rate available.</li><li>Develop programs and strategies to increase profitability. Keep abreast of market conditions.</li></ul>	Degree in Finance and Accounting	10	20	40,000,000	80,000,000
Commodities Manager	<ul style="list-style-type: none"><li>Fully authorize to interface with supplier on supply commitment. Manage supply capability by close collaboration with suppliers on demand requirement and its forecast.</li><li>Know in detail supplier overall capability in term of technology, quality, loading, 2nd tier supply and resources to ensure its smooth supply. Supply management includes product end-of-life management to minimize material liability. Full authority to interface with suppliers on the product material cost.</li><li>Manage supplier cost performance by price agreement and negotiation leading to targets. Should cost analysis and continuous cost improvement to ensure cost competitiveness. Collaborate with quality team on continuous supplier improvement to elevate supplier capability on delivery and cost performance.</li></ul>	Degree in Finance and Accounting	10	20	40,000,000	80,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Treasury						
Financial Investment Manager	<ul style="list-style-type: none"><li>Set up investment plans, arrange funds for the projects. Set up procedures related to investment appraisal.</li><li>Evaluate the effectiveness of investment projects, the purchasing costs of major aspects: legal, technical, business, investment efficiency.</li><li>Manage and evaluate the overall investment department, progress and results of implementing investment projects.</li></ul>	Degree in Finance and Accounting	10	20	40,000,000	80,000,000
Treasury Officer	<ul style="list-style-type: none"><li>Assist in meeting the bank’s cash requirements on a day-to-day basis.</li><li>Assist in managing the bank’s relationship with local and overseas banks and other financial institutions. Assist in carrying out the bank’s settlements function.</li><li>Hedge against risk positions. Pricing of the banks products and services (investments, currencies, etc).</li></ul>	Degree in Finance and Accounting	3	5	10,000,000	18,000,000
Accounting						
Accounting Manager/ Chief Accountant	<ul style="list-style-type: none"><li>Oversee the overall finance function including management reporting and accounting function. Handle the internal &amp; external audits. Ensure the full compliance of the Company’s books, account management, produce financial statement, internal &amp; external reports.</li><li>Ensure the accuracy, and the deadline respect for internal &amp; external reporting. Handle tax affairs to ensure compliance with local rules and tax circular. Involve in the definition and profitability calculation of Commercial and Contract management.</li><li>Manage the land lease agreements/ lease agreements in in accordance with changes in the government policy. Manage &amp; control the disposal of old assets in line with office/stores management.</li></ul>	Degree in Finance and Accounting	10	20	30,000,000	50,000,000
General Accountant	<ul style="list-style-type: none"><li>Maintain full set of accounts. Responsible for monthly closing of financial accounts - including month end closing, supporting schedule and necessary adjustment.</li><li>Ensure completed timely and accurately. Monitor bank balance/ cash flow position. Responsible for updating record of financial information and filing of documents.</li><li>Be responsible for preparing and monitoring of payment - on the compliance of internal control procedure and accounting policy.</li></ul>	Degree in Accounting	5	10	12,000,000	20,000,000
Accountant	<ul style="list-style-type: none"><li>Perform all standard accounting duties and account for all expenditures. Maintain up-to-date and accurate financial records of a combined multi-transaction.</li><li>Prepare in a timely manner all monthly financial information including monthly accounts, balance sheets and all schedules requested.</li><li>Perform all analysis reports monthly/ quarterly/ yearly to Chief Accountant.</li></ul>	Degree in Accounting	3	5	7,000,000	12,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Accounting						
Assistant Accountant	<ul style="list-style-type: none"><li>Monthly manage account preparation. Production of profit and loss. Complete and maintain sales invoices and reports. Accruals &amp; prepayments.</li><li>Prepare of the Accounts Pack for review. Bank reconciliation, posting and balancing. Weekly wages, petty cash and other journal posting.</li><li>Daily bank receipts postings. Year budget preparation. Year end audit analysis.</li></ul>	Degree in Accounting	0	3	5,000,000	7,000,000
Audit						
Internal Audit Manager	<ul style="list-style-type: none"><li>Direct the identification and evaluation of the organization’s risk area. Develop an annual audit plan using input from the team and stakeholders to identify priorities and resource requirements for the year.</li><li>Direct the overall performance of audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures.</li><li>Very well organized, computer literate, and detail-oriented. Superior interpersonal skills with focused attention to client needs to deal effectively with all business contacts. Strong leadership skills, prioritization skills, time management skills and attention to detail skills.</li></ul>	Degree in Audit	10	20	30,000,000	50,000,000
Partner	<ul style="list-style-type: none"><li>Plan audits and take the lead to ensure the performance in an efficient manner. Supervise the audit team and assisting them in performing the audit in a timely manner.</li><li>Review all necessary financial statements and related disclosures and resolving any problems noted during the audit process.</li><li>Develop a true understanding of the clients business and staying abreast of new and arising issues that might affect client. Review tax issues that affect the clients.</li></ul>	Degree in Audit	12	25	140,000,000	200,000,000
Director	<ul style="list-style-type: none"><li>Manage both the external and internal audit resources. Responsibilities will include management of the internal audit team, develop on an annual basis the IA plan.</li><li>Report to the IA Committee on the status of the IA plan, control issues and management actions, ensure IA function is adhering to company policy and procedures and other related special projects.</li><li>Report and analysis, build and maintain cohesive relationships through the company and presentation to senior management.</li></ul>	Degree in Audit	10	20	95,000,000	130,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Audit						
Senior Manager/ Associate Director	<ul style="list-style-type: none"><li>• Promote new business propositions and plans, expand upon services already rendered to existing clients. Business development and go to market with high level marketing activities.</li><li>• Strong capability and ability to lead and manage within budget and time constraints while providing a high-level of client satisfaction. Acquire high level understanding of client’s concerns, and provide detailed analytics and assistance in resolving any assurance related issues.</li><li>• Well informed and updated on latest Finance Regulatory standards and policies.</li></ul>	Degree in Audit	8	10	60,000,000	90,000,000
Manager	<ul style="list-style-type: none"><li>• Be responsible for overseeing audit teams servicing clients and monitoring the completion of audit assignments.</li><li>• Establish contacts within the business community and develop opportunities.</li><li>• Plan and organize audit assignments, conducting reviews on the systems of accounting and internal controls, finalization of statutory financial statements and reviewing audit reports, management letters, consolidated accounts, tax and deferred tax computations and overseas reporting packages.</li></ul>	Degree in Audit	6	8	42,000,000	55,000,000
Assistant Manager/ Senior Auditor (Level 3)	<ul style="list-style-type: none"><li>• Prepare the audit plan. Coach team member. Review the work of the audit team. Independently analyze complex issues.</li><li>• Monitor and communicate the progress of the audit project. Develop the relationship with the auditee.</li><li>• Assist in file completion, evaluate conclusions and provide recommendations, and participate in presentations to auditee management, audit committee and board.</li></ul>	Degree in Audit	4	6	25,000,000	45,000,000
Senior Auditor (Level 2)	<ul style="list-style-type: none"><li>• Demonstrate abilities in risk analysis, documentation and evaluation of controls. Solid business acumen.</li><li>• Assist with planning of audits. Assess and test internal controls. Perform procedures on moderately complex sections of the audit file. Assist in the file completion, conclude on audit findings and provide input in developing recommendations. Communicate issues and the status of work to the team.</li><li>• Ability to develop and manage relationships with internal team members. Strong communication skills – written and verbal presentation, and the desire for continuous learning and development.</li></ul>	Degree in Audit	3	5	15,000,000	23,000,000
Senior Auditor (Level 1)	<ul style="list-style-type: none"><li>• Demonstrate abilities in risk analysis, documentation and evaluation of controls. Solid business acumen.</li><li>• Lead teams of assistant auditors and execute efficient client audits with high quality deliverables. Perform procedures on moderately complex sections of the audit file. Assist in the file completion, conclude on audit findings and provide input in developing recommendations.</li><li>• Ability to develop and manage relationships with internal team members. Strong communication skills – written and verbal presentation, and the desire for continuous learning and development.</li></ul>	Degree in Audit	2	4	12,000,000	18,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Audit						
Auditor / Junior Auditor / Audit Consultant	<ul style="list-style-type: none"><li>Identify critical areas of risk within a business unit along with evaluating the key controls used to manage these risks.</li><li>Conduct audits in compliance with departmental standards and evaluate causes of non-compliance, risk exposures, and design weaknesses in internal controls.</li><li>Document relevant facts and information that supports the work performed and conclusions drawn, so other reviewers can follow the auditor's logic and methodology.</li></ul>	Degree in Audit	0	2	7,000,000	10,000,000
Finance						
Financial Controller/ Finance Director/CFO	<ul style="list-style-type: none"><li>Identify critical areas of risk within a business unit along with evaluating the key controls used to manage these risks.</li><li>Conduct audits in compliance with departmental standards and evaluate causes of non-compliance, risk exposures, and design weaknesses in internal controls.</li><li>Document relevant facts and information that supports the work performed and conclusions drawn, so other reviewers can follow the auditor's logic and methodology.</li></ul>	MBA Degree in Finance and Accounting	12	25	60,000,000	240,000,000
Finance Manager	<ul style="list-style-type: none"><li>Ensure the financial integrity of Unit operations by safeguarding company assets and prudent balance sheet management. Deliver timely, accurate and quality financial reporting and information to all stakeholder.</li><li>Manage Cash flow and working capital (DSO, DPO, DII...) and control Opex/ Capex spending within AOP. Ensure compliance with all local and corporate statutory laws, rules and regulations.</li><li>Support tax/corporate reports and audits. Identify and pursue implementation of tax saving initiatives.</li></ul>	MBA Degree in Finance and Accounting	10	20	30,000,000	60,000,000
Financial Analyst	<ul style="list-style-type: none"><li>Prepare, examine or analyze accounting records, financial statements or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.</li><li>Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Develop, implement, modify, and document recordkeeping and accounting systems.</li><li>Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements. Complete reporting, analysis and querying utilizing Hyperion and Excel.</li></ul>	Degree in Finance and Accounting	3	7	10,000,000	20,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Tax						
Tax Manager	<ul style="list-style-type: none"><li>Brand and customer profitability, price/mix analysis, innovation and product launches, SKU profitability, pricing and loan &amp; grant, production and logistics: Comparison System, production and Logistics Star, Supply Chain Driving System, Efficiency analysis, Capex and Product costing.</li><li>Support Functions &amp; Coordinator role: Strategic analysis, Link to reporting, Ad-hoc analysis and Business risk evaluation. Tax Strategy, Planning &amp; Major Transactions: Tax Planning, implement tax policy, Major business tax advice &amp; support, Authority relationship management, Reporting and Accounting and Complete Tax Package.</li><li>Tax Compliance: Tax return finalization &amp; Submission and Tax Compliance monitoring &amp; audit.</li></ul>	Degree in Finance and Accounting	10	20	30,000,000	50,000,000
Tax Accountant	<ul style="list-style-type: none"><li>Organize various taxes for business (CIT, VAT, PIT, with-hold Tax, others taxes), which are usually calculated and filed as well as arranged in statement to submit for payment.</li><li>Research, understand and update all the tax law or other related laws/circular/degrees regarding automobile sector to help the company to provide the accurate annual / quarter tax projection report.</li><li>Deal with local tax/ authority officers for those relating to accounting, tax matters. Be responsible for final tax reports (e.g VAT, CIT, PIT...) and tax compliance purpose. Assist Chief Accountant in preparing Financial statements &amp; other activities.</li></ul>	Degree in Finance and Accounting	3	7	7,000,000	12,000,000
Investment						
Investment Director/Chief Investment Officer	<ul style="list-style-type: none"><li>Manage the investment portfolio to ensure the portfolio meets targets. Propose changes in investment strategies as appropriate.</li><li>Regular review of asset allocation for the portfolio. Actively source deals.</li><li>Be responsible for due diligence and negotiation with potential investment companies.</li></ul>	Master in Finance and Accounting CFA	12	20	100,000,000	400,000,000
Investment Manager	<ul style="list-style-type: none"><li>Manage team of investment analysts supporting the Business, working closely with JV partners.</li><li>Invest appraisal and reporting of portfolio of Investment Projects.</li><li>Support the delivery of risk analysis on Budget and Forecast as well responding to ad hoc projects and commercial analytical tasks as they arise.</li></ul>	Degree in Finance and Accounting CFA	10	15	60,000,000	120,000,000
Portfolio Manager	<ul style="list-style-type: none"><li>Analyze &amp; execute investment opportunities. Manage sponsor relationships and monitor hedge fund investments.</li><li>Review, analyze and comment on investment recommendations prepared by the team.</li><li>Superior interpersonal skills, CFA designation is preferred. Flexibility, adaptability, initiative and creativity.</li></ul>	Degree in Finance and Accounting CFA	10	15	50,000,000	120,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Investment						
Senior Investment Officer	<ul style="list-style-type: none"><li>Research the market in terms of asset management, financial markets, stock market and regulations... Collect financial and investment information about companies, stocks, bonds and other investments.</li><li>Examine and analyze collected financial and investment information. Deal screening, evaluation and valuation, risk assessment, risk analysis. Evaluate investment opportunities and risks.</li><li>Identify good investment opportunities. Prepare the necessary investment proposals and related negotiation documents and materials.</li></ul>	Degree in Finance and Accounting	5	10	25,000,000	40,000,000
Investment Officer	<ul style="list-style-type: none"><li>Research the market in terms of asset management, financial markets, stock market and regulations...Deal screening, evaluation and valuation, risk assessment, risk analysis.</li><li>Collect financial and investment information about companies, stocks, bonds and other investments. Examine and analyze collected financial and investment information.</li><li>Evaluate investment opportunities and risks, identifying good investment opportunities. Prepare the necessary investment proposals and related negotiation documents and materials.</li></ul>	Degree in Finance and Accounting	3	7	15,000,000	25,000,000
Research Officer	<ul style="list-style-type: none"><li>Assist the investment unit set-up client and administer appropriate process to safeguard and facilitate clients investments. Conduct due diligence on companies and industries by reading and analyzing financial statements, regulatory and market and economic date.</li><li>Keep up to date with market and economic developments, new investment products and all other areas the can affect the markets. Provide periodic research reports for general public consumption and making recommendations to the investment committee or clients.</li><li>Collaborate with the Accounts team to ensure timely transfer of funds for investment purposes and also payments to clients for withdrawal or redemption purposes.</li></ul>	Degree in Finance and Accounting	3	7	8,000,000	12,000,000



LEGAL & COMPLIANCE

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Legal						
Head of Legal	<ul style="list-style-type: none"><li>Co-ordinate with legal counsel in order to provide legal advice and support to all departments to ensure the company's transactions and operations are legally appropriate.</li><li>Develop and implement a compliance program (develop a compliance plan, lead the development of the self-assessment, automation of the self-assessment process within the first 9 months of operation).</li><li>Co-ordinate Audit and Compliance related activities (develop local minimum compliance standards and report to the Risk Management, review and approve all product).</li></ul>	Bachelor degree Lawyer Certificate	12	25	80,000,000	200,000,000
Legal Manager	<ul style="list-style-type: none"><li>Responsible for providing legal advice and legal support on a timely manner. Review, draft and advise on commercial contracts.</li><li>Review and edit insurance policy contract wordings and other related marketing materials.</li><li>Assure completeness of corporate legal document as required by prevailing laws and regulations. Manage external counsel relationships and litigation matters.</li></ul>	Bachelor degree Lawyer Certificate	10	20	40,000,000	80,000,000
Legal Officer	<ul style="list-style-type: none"><li>Read legal jargon and provide advice to the company on a course of action in legal cases.</li><li>Handle court cases on behalf of their employer.</li><li>Oversee real estate purchases, compliance with tax laws and state regulations, draw up contracts, and in some cases oversees company budgets and projects.</li></ul>	Bachelor degree	3	5	12,000,000	20,000,000
Attorney/ Lawyer	<ul style="list-style-type: none"><li>Provide consultation on a variety of issues dealing with Vietnam's laws/decrees/circulars. Draft and prepare legal memoranda/opinions on the interpretation of a range of Vietnamese laws dealing with business enterprises.</li><li>Meet with clients to discuss, plan and prepare application file for licensing and incorporation matters.</li><li>Focus on International trade law and trade regulations.</li></ul>	Bachelor degree Lawyer Certificate	3	5	40,000,000	120,000,000
Government Affair	<ul style="list-style-type: none"><li>Manage and control government relationships. Work with government authorities to ensure licenses are updated and approved as business evolves. Update government policies and government contact lists related to the industry and company activities to report.</li><li>Develop government affairs strategies and build a local network and relationships with local government and other relevant partners to ensure successful and sustainable operations, enhance company's image among authorities.</li><li>Handle all issues related to government agencies and/or policies in company business activities and ensure all operations and activities, internally and externally, comply with company policies, company values and applicable Vietnam laws.</li></ul>	Bachelor degree	8	15	30,000,000	240,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Compliance						
Head of Compliance	<ul style="list-style-type: none"><li>Plan, organize, and manage the Bank's overall compliance program as well as supervise day-to-day compliance activities. Develop, document and maintain a compliance program that includes risk assessments, policies, procedures, and guidelines. Provide strategic direction related to the Bank's compliance risk.</li><li>Prepare compliance reporting to the Board of Directors, Audit Committee, and Risk Management Committee. Demonstrate knowledge of applicable laws and regulations, including key consumer compliance provisions. Research and interpret emerging regulatory items, informing key personnel of changes in laws and regulations and their business implications.</li><li>Identify potential areas of compliance vulnerability and risk, develop/ implement corrective action plans for resolution of problematic issues. Coordinate Bank's efforts to accommodate compliance-related audits, reviews, and examinations. Facilitate corrective actions as appropriate. Interacts with Senior Management, the Board of Directors, attorneys, bank regulators, service providers, consultants and bank/subsidiary staff.</li></ul>	Bachelor degree	15	20	100,000,000	160,000,000
Compliance Manager	<ul style="list-style-type: none"><li>Promote, protect and set the tone to reflect the company's reputation for ethics, integrity and honesty in all dealings. Work with all levels of PIM management to ensure appropriate regulatory processes and controls are established and documented within the areas of responsibility.</li><li>Monitor the effectiveness of established compliance processes and controls and recommend and implement enhancements.</li><li>Assist management with identifying and resolving regulatory issues both within the business unit and across multiple units. Assist regulatory, auditors and business unit management with regulatory exams and inquiries.</li></ul>	Bachelor degree	10	15	80,000,000	100,000,000
Anti-money Laundering Manager (AML)	<ul style="list-style-type: none"><li>Accountable for developing policy for the anti-money laundering and counter-terrorist financing, risk management framework to meet AML requirements and legislation in Vietnam (by adopting local Vietnam laws and regulations and Group Global Standards and template policies &amp; procedures).</li><li>Support the implementing the Bank's AML strategy, policy and standards, controls, systems and policies are being implemented at the country level.</li><li>Stay at the forefront of key regulatory changes to ensure proactive communication with business and implement appropriate group policy and framework to manage the changes.</li></ul>	Bachelor degree	10	15	60,000,000	80,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Compliance						
Senior Compliance Officer	<ul style="list-style-type: none"><li>Contract review, contract drafting, consulting and negotiation based on standard templates (if any) or based on tailor-made drafts relating to company's finance leasing operation. Administer the signed contracts, agreements, minutes of understandings...participating into project execution, being in charge of settling all important contractual matters.</li><li>Advise the company on legal issues concerning its daily operations. Prepare legal documents and handing of applications, registrations for all necessary licenses (including establishment, changing the license), governmental approvals and permits for the operations necessary.</li><li>Coordinate and work with Internal Audit Division on any regulatory inspection and build regulations in order to apply in Company. Research, analyze, summarize current and new legal documents relating to the Law on Credit Institutions, Law on Enterprises.</li></ul>	Bachelor degree	7	10	25,000,000	55,000,000
Compliance Officer	<ul style="list-style-type: none"><li>Monitor and review sensitive accounts and suspicious transactions. Investigate and report Money Laundering activities in Viet Nam territory to Management, the local Authority (if required).</li><li>Provide compliance training for new staff on: General Compliance (including Chinese Walls policy), Anti-Money Laundering, and Personal Equities Dealing Rules.</li><li>Update the local blacklisted names notified by SBV/Police into watch list and side safe watch application as well as the book buy list as per requirement into side safe watch application.</li></ul>	Bachelor degree	3	7	15,000,000	25,000,000







INFORMATION TECHNOLOGY

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Information Technology						
Chief Information Officer (CIO)	<ul style="list-style-type: none"><li>Be responsible for the technological direction of a company.</li><li>Propose budgets for programs and projects, purchases and upgrades equipment, supervises computer specialists and IT staffs, and presides over IT-related projects.</li><li>Manage the day-to-day operations of the information technology department including directing staff, who support administrative computing, networking, user services, telecommunications and other information technology functions.</li></ul>	MS/MBA in Computer Science or related area	15	20	120,000,000	210,000,000
Sales Manager/ Director	<ul style="list-style-type: none"><li>Manage the daily operation of office/branch.</li><li>Achieve the sales revenue for the branch.</li><li>Coach and train the sales force.</li></ul>	Bachelor of Information Technology	10	N/A	80,000,000	100,000,000
IT Director/Vice President	<ul style="list-style-type: none"><li>Maintain information technology strategies by managing staff, researching and implementing technological strategic solutions.</li><li>Be responsible for managing the IT department, providing leadership, management, and mentoring to staff.</li><li>Direct all activities including analysis, design, development and implementation of business application and network systems, computer operations and support systems to ensure its customers and aligns with strategic goals.</li></ul>	MS/MBA in Computer Science or related area	10	15	70,000,000	90,000,000
IT Manager	<ul style="list-style-type: none"><li>Maintain information technology strategies by managing staff, researching and implementing technological strategic solutions.</li><li>Develop standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users.</li><li>Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.</li></ul>	Degree/ Diploma Computer Science or related area	7	10	30,000,000	60,000,000
Business Development Manager/ Director	<ul style="list-style-type: none"><li>In charge of sales activities to achieve target.</li><li>In charge of marketing to expand the market.</li><li>Win new clients and corporate image branding.</li></ul>	Bachelor of Information Technology	7	10	44,000,000	55,000,000
ERP Consultant	<ul style="list-style-type: none"><li>Be responsible for the entire SAP Business One/Add-On solution.</li><li>Pre-sales implementation post-sales for the various modules.</li><li>Problem solving on the technical issues.</li></ul>	Bachelor of Information Technology	7	N/A	35,000,000	52,000,000
Sales Account Manager	<ul style="list-style-type: none"><li>Increase company’s business share by selling solutions.</li><li>Create value for our customers.</li><li>Sell solutions/projects using various combinations of the company’s broad product and services portfolio.</li></ul>	Bachelor of Information Technology	7	10	38,000,000	46,000,000

		Experience (In Years)		Monthly Gross Salary (VND)		
Position	Job Description	Qualification	Minimum	Maximum	Minimum	Maximum
Information Technology						
Project Manager	<ul style="list-style-type: none"><li>• Work with ERP consultants on making plan.</li><li>• Coordinate all project activities (MS project) and solve ERP project Issues.</li><li>• Make sure rate of project on given time.</li></ul>	Bachelor of Information Technology	10	N/A	42,000,000	63,000,000
IT Infrastructure Manager	<ul style="list-style-type: none"><li>• Be responsible for leading the infrastructure management function within the organization, including planning and directing a variety of complex infrastructure projects, directing all IT activities in support of this operating unit within the enterprise.</li><li>• Be responsible for the entire company IT Infrastructure covering Data Center, System &amp; Network management, Database Services, IT Security &amp; Governance, Desktop Support. Additionally, the incumbent will lead the Business Continuity program and IT Project Office functions.</li><li>• Be responsible for managing key third party relationships relevant to infrastructure service delivery and managing the local infrastructure team.</li></ul>	Degree/ Diploma  Computer Science or related area	5	7	25,000,000	45,000,000
IT Helpdesk Manager	<ul style="list-style-type: none"><li>• Manage IT support team to resolves IT-related issues of the entire workforce of an organization in a timely manner.</li><li>• Analyze performance of Service Desk activities and documented resolutions, identify problem areas, devise and deliver solutions to enhance quality of service to prevent future problems.</li><li>• Develop policies and procedures that outline how problems are identified, documented, assigned and corrected.</li></ul>	Degree/ Diploma  Computer Science or related area	5	7	25,000,000	45,000,000
IT Helpdesk Support	<ul style="list-style-type: none"><li>• Monitor and maintaining the computer systems as well as the networks within an organization.</li><li>• Maintain daily performance of computer systems.</li><li>• Write training manuals.</li></ul>	Degree/ Diploma  Computer Science or related area	1	3	8,000,000	12,000,000
Product Manager	<ul style="list-style-type: none"><li>• In charge of selling company's products.</li><li>• Project management.</li><li>• Achieve sales target.</li></ul>	Bachelor of Information Technology	5	7	20,000,000	30,000,000
Network/ Systems Administrator	<ul style="list-style-type: none"><li>• Install, troubleshooting and maintaining computer and network systems.</li><li>• Perform data backups and disaster recovery operations.</li><li>• Plan, coordinate, and implement network security measures in order</li></ul>	Degree/ Diploma  Computer Science or related area	1	3	8,000,000	12,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Information Technology						
Database Administrator/ Analyst	<ul style="list-style-type: none"><li>● Maintain data storage and access by designing physical databases.</li><li>● Ensure operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, evaluating new equipment and techniques.</li><li>● Maintain user reference by writing and rewriting database descriptions.</li></ul>	Degree/ Diploma  Computer Science or related area	1	3	8,000,000	12,000,000
Bridge Software Engineer	<ul style="list-style-type: none"><li>● Be the interface between customers and project team, communicate, exchange, negotiate with clients about project issues, analyze customer's requirements and convey to the project team. To make plans, follow up project process, monitor the project team when going on site.</li><li>● Make plans, follow up project process, monitor the project team when going on site.</li><li>● Manage project or work closely with Project Manager to monitor and control project.</li></ul>	Degree/ Diploma  Computer Science or related area	1	3	10,000,000	15,000,000
Software Developer/ Programmer	<ul style="list-style-type: none"><li>● Work with 'off the shelf' software, modify and integrate it into the existing network.</li><li>● Produce detailed specifications and write the programme codes. Test the product in controlled, real situations before going live.</li><li>● Prepare of training manuals for users. Maintain the systems once they are up and running.</li></ul>	Degree/ Diploma  Computer Science or related area	1	3	8,000,000	12,000,000
Web Developer/ Web Designer	<ul style="list-style-type: none"><li>● Be responsible for the design, layout and coding of a website.</li><li>● Test the website and identify any technical problems.</li><li>● Upload the site onto a server and register it with different search engines.</li></ul>	Degree/ Diploma  Computer Science or related area	1	3	8,000,000	12,000,000





ENGINEERING & TECHNICAL

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Engineering & Technical						
Engineering Manager	<ul style="list-style-type: none"><li>• In charge module overall operation activities .</li><li>• Achieve company's KPIs and Integration working group.</li><li>• Set up, install tools, equipment's for Test Engineering dept.</li></ul>	Bachelor of Engineering	7	10	70,000,000	90,000,000
Factory/Plant Manager/ Operation Manager	<ul style="list-style-type: none"><li>• Manage and responsible for all functions of the Factory.</li><li>• Manufacturing operation.</li><li>• Quality and safety management.</li></ul>	Bachelor of Engineering/MBA/ Masters	7	10	64,000,000	84,000,000
R&D Manager	<ul style="list-style-type: none"><li>• Be responsible for research and development of new products.</li><li>• Improve formula for current products.</li><li>• Transfer formula to line-production testing and hand-over technology to the production department.</li></ul>	Bachelor of Engineering	7	10	42,000,000	60,000,000
Project Manager	<ul style="list-style-type: none"><li>• Start up project from design stage to hand over to end-user included: initiating, planning, executing, monitoring and closing. Align with other departments to achieve project objectives.</li><li>• CAPEX submit for approval then control project within approved budget and follow schedule. Cash phasing, also with CAPEX/OPEX weekly tracking.</li><li>• Site supervision to make sure all tasks always done with high quality and safety. Build up reliable as-built document and create lesson learned.</li></ul>	Bachelor of Engineering	5	7	42,000,000	60,000,000
Procurement/ Purchasing Manager	<ul style="list-style-type: none"><li>• Plan, direct, and monitor all purchasing activities that the goods, materials, supplies and services required.</li><li>• Achieve and meet the standards of price, quality, timing, and reliability of supply.</li><li>• Develop new suppliers.</li></ul>	Bachelor of Foreign Trade	10	N/A	42,000,000	N/A
QA/QC Manager	<ul style="list-style-type: none"><li>• Incoming inspection.</li><li>• Control quality activities at process.</li><li>• Customer complain, measurement lab, supplier release.</li></ul>	Bachelor of Engineering	7	10	40,000,000	60,000,000
Production Manager	<ul style="list-style-type: none"><li>• Lead all activities in Production department.</li><li>• Achieve company’s KPI and cost saving.</li><li>• Coach and train staffs.</li></ul>	Bachelor of Engineering	5	7	40,000,000	60,000,000
Technical Manager	<ul style="list-style-type: none"><li>• Be responsible for advising.</li><li>• Propose solutions to any production or technical issue that may arise.</li><li>• Liaise between the HQ and local facilities regarding production</li></ul>	Bachelor of Engineering	5	7	40,000,000	50,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Engineering & Technical						
Environment Healthy Safety Manager	<ul style="list-style-type: none"><li>Standardize all reporting system (internal and external), complete the baseline OHS procedures, KPIs, assessment, cross-plants audit, regulation compliance system, standardize training material.</li><li>Annual H&amp;S improvement plan for all plants and roadmap development plan for whole VNBU included WHs, Distribution Centers, Sales and Fleets Units.</li><li>Support, train and coach for H&amp;S officers at all plants and Sales in H&amp;S matters. Lead the improvement safety project with QA &amp; QC Depts.</li></ul>	Bachelor of Engineering	5	7	32,000,000	42,000,000
Planning Manager	<ul style="list-style-type: none"><li>Be responsible for KPIs: demand forecast accuracy, supply forecast accuracy.</li><li>Inventory level, delivery in full on time, out of stock.</li><li>Transportation cost, distribution &amp; storage cost.</li></ul>	Bachelor of Foreign Trade	7	10	32,000,000	42,000,000
External Production Manager	<ul style="list-style-type: none"><li>Be responsible for new project in house with customers.</li><li>Work force management.</li><li>Cost management regarding to production/machines...</li></ul>	Bachelor of Engineering	5	7	20,000,000	30,000,000
Section Chief	<ul style="list-style-type: none"><li>Take responsibilities for manufacturing process in selected area.</li><li>Achieve production target (Output, Yield, Productivity,...)</li><li>Delivery performance, and Lead time.</li></ul>	Bachelor of Engineering	3	5	18,000,000	25,000,000
Lab Manager	<ul style="list-style-type: none"><li>Lead a team which develops a quality management according to company requirements.</li><li>Set up Testing Lab for physical and chemical testing according to standard.</li><li>Manage daily testing on physical performance of products and monitor content of chemicals in incoming materials.</li></ul>	Bachelor of Engineering	5	7	18,000,000	25,000,000
Packaging Manager	<ul style="list-style-type: none"><li>Manage all operation and personnel of the packaging department.</li><li>Implement Manufacturing Way system (Mway) at packaging department.</li><li>Set the SOP ( Standard Operation Procedure) and Standard Work at the department.</li></ul>	Bachelor of Engineering	5	7	18,000,000	25,000,000
Warehouse Manager	<ul style="list-style-type: none"><li>Manage warehouse and inventory of spare parts and supplies. Optimize the inventory but ensure production reliability.</li><li>Improve storage condition and warehouse layout. Improve warehousing process and effectiveness in the workplace.</li><li>Develop warehouse staff and team work.</li></ul>	Bachelor Degree	7	10	32,000,000	42,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Engineering & Technical						
Logistics Manager	<ul style="list-style-type: none"><li>Be responsible for delivery target of service level defined by company (quality, lead time, OTIFNE), control and compliances of logistics activities.</li><li>Be responsible for meeting logistics budget, setting and commitment to deliver Logistics projects.</li><li>Manage Logistics team to be high performance team and high compliances.</li></ul>	Bachelor of Foreign Trade	7	10	32,000,000	42,000,000
Sourcing Manager	<ul style="list-style-type: none"><li>Develop sourcing strategies and undertake ‘go to market’ activity for sourcing initiatives. Ensure that all projects are completed in a timely fashion, and meet the client’s standards .</li><li>Develop in-depth sourcing strategy through analysis of relevant supplier markets and client needs. Communicate sourcing recommendations to Business.</li><li>Build a network of relationships across the bank in order to understand specific business unit commercial imperatives. Leverage improved relationships with suppliers to better meet these needs.</li></ul>	Bachelor Degree	10	N/A	64,000,000	84,000,000
Compliance/ Audit Manager	<ul style="list-style-type: none"><li>Supervise the social compliance and security system in the factory. Ensure all the works of Compliance Dept comply with local laws and regulations. Control employee relations and legal compliance related issues.</li><li>Edit and issue all required policies and procedures for social compliance system, SA8000 and security system (C-TPAT). Review and consult with board of management in establish factory’s Internal Labor Regulations, Collective Labor Agreement and other requirements currently under the law of Vietnam or which may be subsequently required from time to time.</li><li>Establish contact and actively engage in dialogue with Local Authority, Labor Department and other Government authorities.</li></ul>	Bachelor of Engineering	7	10	36,000,000	42,000,000
CSR Manager	<ul style="list-style-type: none"><li>Make recommendations and helps to execute strategies to enhance the company's approach to all social responsibility issues, including sustainability, governance, community involvement, and charitable giving.</li><li>Lead staff on specific green and other CSR initiatives, supervises a community involvement manager.</li><li>Be responsible for employee volunteering and charitable matching funds, coordinates a cross-functional CSR Advisory Board, represents Diamond at external events, plans and executes employee CSR engagement efforts, and manages relationships with external parties and consultants.</li></ul>	Bachelor of Engineering	7	10	42,000,000	56,000,000
Technical Sales Manager	<ul style="list-style-type: none"><li>Create business plan, implement go-to-market strategies to penetrate customers and find opportunities selling solution and packages to projects in designated segments.</li><li>Maintain long-term relationship with strategic accounts and partners.</li><li>Coach / Monitor team to achieve orders, ensure customer satisfaction, using KPI’s and reporting to monitor performance.</li></ul>	Bachelor of Engineering	7	10	30,000,000	64,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Engineering & Technical						
After-sales & Spare part Manager	<ul style="list-style-type: none"><li>Be responsible for the overall business performance of spare parts Dept.</li><li>All operations of procurement, sales, warehouse, logistic and authorized dealers in whole Vietnam.</li><li>Build up annual business plan for spare parts Dept.</li></ul>	Bachelor of Engineering	7	10	20,000,000	30,000,000
M&E Manager	<ul style="list-style-type: none"><li>Daily supervise and manage contractors, consultants .</li><li>Construction management in construction projects.</li><li>Design projects to meet safety, schedule, budget and high end quality and long term of Investment.</li></ul>	Bachelor of Engineering	7	10	42,000,000	84,000,000
Design Manager	<ul style="list-style-type: none"><li>In charge of M&amp;E Designing Service.</li><li>Professional in Calculating &amp; Designing M&amp;E service systems for multitude projects include high-rise office building, apartment, banking, hotel, resort, clean room, pharmacy factory, hospital and data center.</li><li>Be responsible for technical design and specification review of auxiliary systems such as telecommunications, data, fire alarm system, public address, intercom, camera surveillance, access control, cable television and building automation systems.</li></ul>	Bachelor of Engineering	5	7	32,000,000	42,000,000
Tendering Manager	<ul style="list-style-type: none"><li>Provide pricing &amp; solution specification as requested from Sale Teams for any products/equipment's/projects. Increase our hit rate. Improve response time for quotation request.</li><li>For average size and complexity offers, lead the bid invest decision, prepare the proposal &amp; offers, lead risk assessment before submitting offers. Work with back office within the region to design solutions for projects.</li><li>For average size and complexity offers lead commercial &amp; technical impact evaluation during negotiation. Provide assistance to execution team in the execution of larger projects. Close the deal in partnership with the opportunity leader.</li></ul>	Bachelor of Commercial	7	10	42,000,000	84,000,000
Service Operation Manager	<ul style="list-style-type: none"><li>Be responsible for coordinating all services operations efforts within the country; achieve customer satisfaction, meeting the service gross margins and country services CCO requirements.</li><li>Ensure the country capture rates are met and consistently growing the service contracts.</li><li>Oversee the service operations and responsible for the country to meet the service productivity targets and at the same time meeting high customer satisfaction.</li></ul>	Bachelor of Commercial	5	7	42,000,000	64,000,000

			Experience (In Years)		Monthly Gross Salary (VND)	
Position	Job Description	Qualification	Minimum	Maximum	Minimum	Maximum
Engineering & Technical						
Sales Account Manager	<ul style="list-style-type: none"><li>Develop networking and deploys all sales actions with customers in designated segment in order to maximize business with them and achieving the sales target.</li><li>Sales activity deployment to detect primary projects in targeted segment / area. To understand customers' needs and bring products/ solutions directly to customers.</li><li>Build and secure relationship with potential customers.</li></ul>	Bachelor of Administration	3	5	20,000,000	32,000,000





MEDICAL & LIFE SCIENCES

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Pharmaceutical						
Clinical Research Manager	<ul style="list-style-type: none"><li>Lead programs to develop and trial new drugs.</li><li>Be responsible for completing research programs on time and within budget.</li><li>Ensure complying with ethical and regulatory requirements.</li></ul>	Bachelor Degree from a Science field, preferably Pharmacy' Master degree in Medicine	7	9	52,000,000	65,000,000
Clinical Research Assistant	<ul style="list-style-type: none"><li>Provide clinical support for projects according to Standard Operating Procedures.</li><li>Act as contact for project team and study sites.</li><li>Assist with generation and reconciliation of queries to investigative sites/clients to resolve problem data. Assist with the management of study supplies and organize shipments.</li></ul>	Bachelor Degree from a Science field, preferably Pharmacy' Master degree in Medicine	5	7	35,000,000	45,000,000
Clinical Research Associate	<ul style="list-style-type: none"><li>Present trial protocols to a steering committee. Manage regulatory authority applications and approvals that oversee the research and marketing of new and existing drugs.</li><li>Identify and assess the suitability of facilities to be used as the clinical trial site. Identify/select an investigator who will be responsible for the conduct of the trial at the trial site.</li><li>Liaise with doctors/consultants or investigators on conducting the trial.</li></ul>	Bachelor in Medical-Pharmacy  Master Degree in Medicine	2	4	22,000,000	35,000,000
Group Product Manager	<ul style="list-style-type: none"><li>Lead development of Marketing strategy on different portfolios.</li><li>Guide &amp; oversee development of annual marketing plans including product strategy, positioning, pricing strategy and marketing programs - Responsible for delivery on revenue &amp; marketing spend targets.</li><li>Develop competitive intelligence. Define information needs &amp; commission research / surveys to gather competitive / industry knowledge.</li></ul>	Bachelor Degree in Pharmacy Bachelor Degree in Business Administration / Marketing	8	10	45,000,000	70,000,000
Senior Product Manager	<ul style="list-style-type: none"><li>Manage P&amp;L responsibilities for brand related to sales and promo budgets. Master and be responsible for all core marketing responsibilities and business processes.</li><li>Conceptualize and implement lifecycle management strategy. Build and develop high performance brand team.</li><li>Provide input for business development/alliance projects. Responsible for segmentation/targeting/ positioning. Apply market dynamics to analyze the product forecast (financial &amp; production).</li></ul>	Bachelor Degree in Pharmacy, Medicine... is preferred Bachelor Degree in Business Administration / Marketing	6	8	35,000,000	50,000,000
Product Manager	<ul style="list-style-type: none"><li>Be responsible for providing the sales team with the necessary technical expertise to enable them to sell the product.</li><li>Be responsible for reviewing product data to ensure that the field force is kept up to date on new developments regarding the companies or competitors products.</li><li>Design market research projects to assess customer attitudes to the current product range and new product introductions.</li></ul>	Bachelor Degree in Pharmacy, Medicine... is preferred Bachelor Degree in Business Administration / Marketing	4	6	25,000,000	40,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Pharmaceutical						
Junior Product Manager	<ul style="list-style-type: none"><li>Support development of strategic and tactical plan for assigned product and other projects.</li><li>Deliver tactical plan for assigned product and other projects using appropriate marketing techniques and collateral. Undertake research and analysis in order to fully understand the key target audience per product or service area.</li><li>Develop engaging and convincing customer propositions based on data and research. Monitor and understand the assigned product market providing recommendations.</li></ul>	Bachelor Degree in Pharmacy, Medicine... is preferred Bachelor Degree in Business Administration / Marketing	1	4	15,000,000	22,000,000
Regulatory Affair Manager	<ul style="list-style-type: none"><li>Manage the appropriate regulatory submissions and premarket registration, and interact with health authorities to obtain and maintain product approvals in the country and international.</li><li>Manage activities such as audits, regulatory agency inspections, or product recalls. Provide regulatory guidance to departments or development project teams regarding design, development, evaluation, or marketing of products.</li><li>Create, review and approve labeling/promotional/advertising materials, and other documents to ensure compliance to the appropriate regulations.</li></ul>	BA/BS degree is required. Preferred education/ experience areas include health care, clinical, engineering, physical, biological, and regulatory sciences, potentially coupled with advanced degrees (MS, MBA, etc.)	7	10	35,000,000	50,000,000
Regulatory Affairs Executive	<ul style="list-style-type: none"><li>Keep abreast of international legislation, guidelines and customer practices in all countries that the company is exporting to.</li><li>Collect, collate and evaluate scientific data. Develop and write clear arguments and explanations for new product licenses and license renewals.</li><li>Prepare submissions of license variations and renewals to strict deadlines.</li></ul>	Relevant degree areas include life, physical, applied and medical sciences. Master or PhD is preferred Legal Certificate or Bachelor Degree is advanced	3	5	16,000,000	35,000,000
Key Account Manager	<ul style="list-style-type: none"><li>Be responsible for meeting assigned sales through meeting and exceeding overall revenue derived from instrument placements, reagent orders and service revenue.</li><li>Initiate and maintain contacts with key opinion leaders and proactively maintain existing business base through account management and promotion of products.</li><li>Arrange and execute contract review meetings to include presenting complex financial data, ensure the sales process is on track at all times.</li></ul>	Bachelor Degree in Pharmacy, Medicine... is preferred Bachelor Degree in Business Administration	5	8	30,000,000	60,000,000
Key Account Specialist	<ul style="list-style-type: none"><li>Prepare account plans to meet all objectives within allocated budget and activity.</li><li>Demonstrate full understanding of product strategies, key competitors, marketing plan and communication objectives.</li><li>Develop long term business relationships. Monitor own objectives, target, give feedback to Regional Sales Manager at agreed intervals.</li></ul>	Bachelor Degree in Pharmacy, Medicine... is preferred Bachelor Degree in Business Administration	2	4	18,000,000	30,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Pharmaceutical						
Business Unit Manager / Director (OTC & ETC)	<ul style="list-style-type: none"><li>Define, develop and implement short and long term marketing plans, ensure implementation of Product priorities and closely manage the Business Unit product portfolio.</li><li>Contribute in setting overall organizational policies and procedures, and ensure its implementation within the correspondence Business Unit. Coach and manage performance appraisal of Sales dept. (PM Team), ensure proper targeting and selection process for concerned customers.</li><li>Set the BU product's promotion strategies. Direct / monitor the organization of all pre-launch / launch activities for new products within the unit.</li></ul>	Bachelor degree in pharmacy and medicine, doctor Bachelor in Business Administration Prefer Master degree	13	16	95,000,000	147,000,000
National Sales Manager	<ul style="list-style-type: none"><li>Set the Country sales direction including vision, strategy, competitive environment, short and long term needs.</li><li>Develop and execute the business plan, achieve agreed revenue, volume and margin targets. Drive internal matrix organization.</li><li>Construct detailed customer business plans aligning with marketing, production, and logistic capabilities, meet the revenue and profit plans of the company.</li></ul>	Bachelor degree in pharmacy and medicine or Business Administration Prefer Master degree	9	10	52,000,000	95,000,000
Regional Sales Manager	<ul style="list-style-type: none"><li>Accomplish regional sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees in assigned districts, communicating job expectations.</li><li>Achieve regional sales operational objectives by contributing regional sales information and recommendations to strategic plans and reviews.</li><li>Prepare and complete action plans, implementing production, productivity, quality, and customer-service standards.</li></ul>	Bachelor degree in pharmacy and medicine or Business Administration	6	9	36,000,000	52,000,000
Area Sales Manager	<ul style="list-style-type: none"><li>Lead Sales Team to achieve Sales Target within Sales budget. Be responsibilities of Sales target, budget forecasting</li><li>Organize training course to Sales team. Regular market visits with distributor to key end users or accounts to promote classes of trade</li><li>Establish and maintain relationship with key accounts, end users, opinion leaders... Identify new business opportunities, develop strategies and program to maximize market share and profit.</li></ul>	Bachelor degree in pharmacy and medicine or Business Administration	5	7	25,000,000	35,000,000
District Sales Manager	<ul style="list-style-type: none"><li>Develop business plan and implement district business strategies to meet district, regional and national objectives.</li><li>Monitor progress in meeting established objectives. Ensure optimum coverage of all customers and potential customers.</li><li>Provide adequate training, coaching, follow-up and development of sales representatives in all phases of their work including career development.</li></ul>	Bachelor degree in pharmacy and medicine or Business Administration	3	6	16,000,000	25,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Pharmaceutical						
Medical Rep, OTC	<ul style="list-style-type: none"><li>Drive PR for the medical range of products of the company at the client seminar.</li><li>Promote prescription driven and consumer driven brands as per promotional strategies laid down.</li><li>Do customer output business analysis and its linkage to brand wise sell out objectives.</li></ul>	Bachelor degree in pharmacy and medicine or Business Administration	1	3	6,000,000	17,000,000
Medical Rep, ETC	<ul style="list-style-type: none"><li>Business development in the ETC channel in the assigned territory. Monitoring of contractual agreements execution, prepare and support to complete Tender program.</li><li>Compliance with the procedures established by the company to work with clients and the related documents. Carry out of actions to promote the brand in the assigned territory.</li><li>Analysis of competitors. Sales plan execution.</li></ul>	Bachelor degree in pharmacy and medicine	1	3	8,000,000	18,000,000
Sales Manager, Medical Equipment/ Medical Devices/ Diagnostics	<ul style="list-style-type: none"><li>Manage the sales and promotion activities for Medical Equipment division.</li><li>Develop a comprehensive sales strategy to be implemented by the sales staff. Identify and attract new market opportunities through market and competitive intelligence.</li><li>Manage relationships with company’s vendors and international suppliers. Oversee medical equipment division’s time and budget allocation.</li></ul>	Bachelor degree in Business Administration	8	10	25,000,000	55,000,000
Sales Executive, Medical Equipment/ Medical Devices/ Diagnostics	<ul style="list-style-type: none"><li>Call on customers and prospects, provides technical, marketing, and administrative product information and demonstrations, quotes appropriate customer prices.</li><li>Implement approved marketing strategies. Remain informed of new products and other general information of interest to customers, monitor and gather information on competitive activity.</li><li>Recommend the additions of new products and the modification or deletions of present products to the line as appropriate.</li></ul>	Bachelor degree in Business Administration, Biomedical, Biotechnology	3	5	14,000,000	20,000,000
Service manager / Application Manager	<ul style="list-style-type: none"><li>Act as the key link between company, hospitals and treatment healthcare to strategically increase the awareness and use of company’s products within assigned geographical area.</li><li>Plan and implement maintenance periodically (monthly/ quarterly/ yearly) to monitor the performance of products. Co-operate with distributors in installing, doing maintenance and repair service.</li><li>Design, apply and develop all documents including instruction manual book, warranty card, product transfer sheet, survey report/ testing report, service report, maintenance report.</li></ul>	Bachelor Degree in Electronic Engineer	5	7	26,000,000	45,000,000
Service Engineer	<ul style="list-style-type: none"><li>Basic troubleshooting, installation, maintenance and service repair needs on designated equipment.</li><li>Order and manage repair parts cycle times.</li><li>Keep up to date on administrative responsibilities such as maintaining customer service logs and internal service records in a timely manner.</li></ul>	Bachelor Degree in Electronic Engineer	2	5	8,400,000	14,000,000

## About Adecco

The Adecco Group, based in Zurich, Switzerland, is the world's leading provider of HR solutions. With over 31,000 FTE employees and close to 5,100 branches, in over 60 countries and territories around the world, the Adecco Group offers a wide variety of services, connecting over 650,000 associates with well over 100,000 clients every day. The services offered fall into the broad categories of temporary staffing, permanent placement, outsourcing, consulting and outplacement. The Adecco Group is a Fortune Global 500 company.

Established in Vietnam in 2011, Adecco offers a wide array of workforce solutions and specializes in **Finance & Legal, Sales, Marketing & Events, Information Technology, Engineering & Technical, Medical & Life Sciences**.

Our global network and local expertise have extensive knowledge of industry and employment trends, enabling us to fully understand various HR requirements and to offer the best workforce solutions.

Our comprehensive services offering:

### Recruitment

- Permanent Placement
  - Finance and Legal
  - Office
  - Information Technology (IT)
  - Sales, Marketing, Events
  - Engineering & Technical
  - Medical & Life Sciences

### Managed Business Services

- Payroll Administration
- Receptionist On-Call Service
- On-site Support Service
- Office | Retail | Sales | Promotional Service
- Recruitment Process Outsourcing

### HR Consulting Services

- HR Administration Services
- Assessment Center
- Reference Checking
- Work Permits

### Training Solutions

- Executive Development
- Supervisory Development
- Customer Premium Service
- Train-the-Trainer
- Team Building

## Adecco Vietnam Joint Stock Company

### Ho Chi Minh Office:

Floor 11, Empire Tower, 26-28 Ham Nghi, District 1, Ho Chi Minh City, Vietnam

Tel: +84 8 3915 3430

### Hanoi Office:

5<sup>th</sup> Floor, Sixty Eight Building, Nguyen Du St., Hai Ba Trung Dist.

Tel: +84 04 3722 8028

Fax: +84 8 3915 3431

e: [info@adecco.com.vn](mailto:info@adecco.com.vn)

w: [adecco.com.vn](http://adecco.com.vn)

l: [www.linkedin.com/adeccovietnam](http://www.linkedin.com/adeccovietnam)

f: [www.facebook.com/AdeccoVietnam](http://www.facebook.com/AdeccoVietnam)

t: [www.twitter.com/AdeccoVietnam](http://www.twitter.com/AdeccoVietnam)

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