



Adecco



Vietnam Salary Guide 2017



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Who are we



MORE THAN **5,100** OFFICES IN **60** COUNTRIES & TERRITORIES

Head office in HCMC
Branch office in Hanoi

100,000
Clients served
globally everyday



150
Clients served
in Vietnam

32,000+
employees globally



70+
employees in Vietnam

700,000+
Associates placed globally
with clients everyday



5000+
Associates placed
with clients everyday

Brands in Vietnam

Adecco

the world's leading HR
solution provider

**LEE HECHT
HARRISON**

the world's leading talent
development and transition
firm



Est. in 1996,
headquartered in Zurich



Est. in 2011,
based in HCMC

Connect with
@AdeccoVietnam
on



Our website
adecco.com.vn

Our email
info.vn@adecco.com

What we offer

From recruiting the right person to delivering solutions that improve our HR process, look beyond typical agency and client relationship. Our team understands your needs and has the ability to deliver just the right solution.





30,000+

Candidate
profiles

100+

Clients

RECRUITMENT SERVICE

-  Experts talk to experts
-  Access large pool of candidates
-  Reduce time to hire
-  Service with guarantee offer

PAYROLL & STAFFING

50+

Clients

4,500+

Associates

Handle excessive workload 

Improve efficiency 

Control cost 

Increase workforce flexibility 





50+

Clients

500+

Monthly Payroll
transactions

HUMAN CAPITAL SOLUTIONS

-  Save time
-  Manage employment life cycle
-  Ensure regulatory compliance
-  Follow process & regulations



Welcome to the Adecco Vietnam Salary Guide 2017

2016 was indeed, “the times they are a-changin’”, to quote Nobel Laureate and music legend Bob Dylan, from Brexit and a surprising US election result, to closer-to-home events such as the worst drought in 30 years in southern Mekong Delta, disastrous toxic chemicals dump in central Ha Tinh province. While adverse climatic events marred Vietnam’s agriculture growth, the country still managed to achieve a remarkable 6.2% GDP growth, slightly 0.1% behind target but an achievement, nonetheless, helped by a manufacturing and building boom.

In terms of human resources, although the country has an abundance of young labors, youth unemployment remained high as the gap between academic training and real world business required skills widened. Talent shortages, especially among senior level jobs, continued to be a challenge for businesses as companies tried to engage and retain their existing talent base. While compensation plays a key role in employee retention, firms are exploring different ways to keep their key talent engaged without getting caught in a pay-inflation spiral.

With the Adecco Vietnam Salary Guide 2017 we hope to give you the insight you need to meet emerging salary expectations in order to attract, engage and retain your current talent and future workforce.

We hope this will be a useful and effective tool for your talent planning and decision-making process and we look forward to working with you in the future.

If you have any questions, please do not hesitate to contact us via our email vn.info@adecco.com.

Andree Mangels
General Director

About the salary in this guide

The figures in this salary guide are based on the data from Adecco Vietnam's clients and candidates. They reflect the typical salary for an individual's job based on location, experience, education, certifications and other considerations. Salaries for your position maybe further influenced by company size, benefits offered, local supply and demand trends. The data in our guide represents base salary only.

For more information on salaries in your job market, please contact our Adecco representative or our email vn.info@adecco.com.

Disclaimer

The Adecco Vietnam Salary Guide 2017 is presentative of a value-added service to our clients and candidates. Whilst every care is taken in the collection and compilation of data, the guide is interpretive and indicative, not conclusive.

Therefore information should be used as a guideline only and should not be reproduced in total or by section without written permission from Adecco Vietnam.

Office



Customer Support

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Information Technology						
IT Helpdesk/ Support	<ul style="list-style-type: none">- Provide first level contact & convey resolutions to customer issues.- Properly escalate unresolved queries to the next level of support.- Track, route and redirect problems to correct resources.- Update customer data & produce activity reports.- Walk customers through problem solving process.	Degree/Diploma in Information Technology	02	07	12 million	22 million
Call Center						
Hotline Officer	<ul style="list-style-type: none">- Ensure that all information related to the person calling are properly recorded & that every call is recorder on the hotline database.- Responsible for the proper implementation of all hotline operating procedures & refer all cases to the appropriate manager according to those procedures.- Ensure the follow-up of all cases referred to the management team until the closure of the case.- Address beneficiaries queries through the hotline In a professional manner & provide accurate information on SI programs or referral mechanisms.- Ensures efficient data transmission & archives for future reference & submits timely complaints reports.	Degree/Diploma Hospitality/ BA/ Foreign language	01	04	8 million	14 million
Customer Service (Non-sale)						
Customer Service Officer	<ul style="list-style-type: none">- Responsible for initial checking the new applications or requests receiving from agents/ clients. Input new cases/requests, conduct transactions in system & follow up pending cases.- Handle telephone calls from agents/clients in a professional manner. 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	Degree in Hospitality/ Foreign language	01	03	08 million	11 million

Office Support

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Office Support						
Administrative Manager/ Office Manager	<ul style="list-style-type: none"> - Build up internal SOPs & monitor its implementation. - Control costs within budget & monitor all expenses complying with company policies. - Provide office equipment, office supplies, facilities & maintenances. - Implement administrative procedures as required by local authorities. - Sales administration. - Responsible for local accounting & monthly P&L reports - Look after all local leases. - Staff cost planning. - Talent acquisition, C&B, employee relations - In charge of offer letters, labor contracts, labor registration, social-medical-unemployment insurance. - Compile employees data & documents, record staff leave applications. 	University Graduate or Higher	05	10	30 million	45 million
Administrative Officer	<ul style="list-style-type: none"> - Assist the Managers in the daily business tasks. - Type & process documents. - Receive & answer telephone calls, & take messages, as and when required. - Manage the information bank/precedents system. - Open file & control and maintenance of the document management system. - Search for internal & external information, when required. - Carry out such other administrative/secretarial tasks & duties as required. 	University Graduate	01	03	10 million	15 million
Admin/Office Assistant	<ul style="list-style-type: none"> - Type & process documents. - Receive & answer telephone calls, & take messages, when required. - Manage the information bank/precedents system (including legislation, advices, precedents, marketing files and client/matter files). - Carry out such other administrative/secretarial tasks & duties as required. 	University Graduate	01	02	08 million	12 million

Office Support

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Receptionist	<ul style="list-style-type: none"> - Receive & answer telephone calls, & take messages, as and when required. - Manage the information bank/precedents system (including legislation, advices, precedents, marketing files and client/matter files). - Carry out other administrative/secretarial tasks and duties as required. 	University Graduate	00	02	08 million	12 million
Personal Assistant/ Executive Secretary	<ul style="list-style-type: none"> - Provide administrative support to Manager & serve as personal assistant simultaneously. - Screen phone calls before directing & review upfront presentation/email on behalf of the Manager; - Access the Manager's needs & requirements, formulate action plans to achieve them. - Prepare all expense report for Manager. - Carry out all event planning & coordination for meetings, conferences. - Schedule meetings, appointments as well as distribute meeting minutes. - Prepare material before meeting, draft up presentation/announcement for the Manager as requested. - Manage the manager's travel arrangements including worldwide travel agreements for group meeting. 	University Graduate	02	05	15 million	25 million

Human Resources

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
HR Director /VP (C Level)	<ul style="list-style-type: none"> - Design the people strategy. - Drive the board of management to create the employer identity for the company. - Anticipate organizational changes & business needs, manage the change process. - Drive full HR spectrum of recruitment to rewards to talent management. - Drive the board of management to create the local leadership imperatives & the unique culture of the company. - Promote diversity & company ethics. - Employee Relations. - Build a passion, business-oriented, caring, partnering HR team. 	Master's Degree is preferred.	10	20	113 million	167 million
HR Manager/ Business Partner	<ul style="list-style-type: none"> - Ensure that human resource policy & compliance are in line with Vietnam Labor Laws & other related laws. - Responsible for developing & implementing Human Resources Business Strategy & Planning, establishing accountability, identifying solutions to resolve problems, & fostering a diverse workplace; - Identify Manpower planning issues & partners with Human Resource Manager to address these issues with focused solutions. - Provide guidance & input on business unit restructures, & succession / replacement management at all levels. - Oversee recruitment & employment programs, performance management, employee relations, organization design & effectiveness; organization & people development as well as talent management and succession planning. - Work closely with management to improve employee work relationships, engagement, retention & performance. - Ensure proper job definition/evaluation & application of competitive pay/rewards programs. Identifies opportunities to improve/ address compensation distribution. Develops progressive & proactive compensation & benefits programs to provide motivation, incentives & rewards. 	Bachelor degree in any majors (Master degree is preferred)	08	14	60 million	100 million

Human Resources

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Human Resources						
Talent Development /Learning Development Manager	<ul style="list-style-type: none">- Define, plan & organize all relevant training program including technical knowledge, sales training, soft skills & mandatory trainings.- Define & build up key talent pool & coordinate with Managers to conduct Talent Development Plan for individual talent.- Develop & organize programs sto engage & motivate employees.- Provide performance management training & guideline for training plans & budget.- Conduct TNA, prepare training modules/plans/ budget & conduct training.	Bachelor's Degree (Master's Degree is preferred)	08	16	45 million	80 million
HR - Compensation & Benefit / Total Rewards	<ul style="list-style-type: none">- Design & implement C&B programs including base pay, variable pay & benefits programs to support business goals & in line with the Corporate C&B philosophies; anticipate problems whenever possible, & recommend or take appropriate steps for resolution.- Conduct annual market bench-marking through survey participation & analysis of salary survey results.- Educate People Managers on the programs for pay delivery, such as merit increases, promotions, equity adjustments, bonuses or incentives, & stock option grants.- Provide counsel to managers making pay decisions.- Audit, monitor & update C&B policies & procedures to ensure regulatory compliance.- Drive & follow up on key C&B initiatives to improve employee engagement & experience.- Promote C&B communication in the organization as key stewards of the company.- Support payroll management to ensure the service delivery and compliance with internal audit.	Bachelor's Degree (Master's Degree is preferred)	08	24	45 million	70 million

Human Resources

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Human Resources						
HR Assistant Manager/ HR Supervisor	<ul style="list-style-type: none">- Conduct recruitment process for all levels; support to prepare hiring budget & ensure all hiring activities are under the planned budget;- Prepare Job Description based on the information from Line Managers.- Apply different recruitment channels for successful placement (including job posting, career website, and networks afterwards).- Prepare & adjust internal HR policies & procedures, internal regulations, Trade Union, Employment registration to local authorities.- Update changes in Labour Code, Employment Law, adjust internal policies to ensure the compliance & advise/inform other Departments on the adjustment.- Handle conflicts between employees & coordinate to conduct disciplinary action.- Conduct monthly attendance record, payroll, monthly Social, Medical and Unemployment Insurance reports & submit to the local authorities.- Arrange other benefits for the employees, including Health Checkup, Company's party.- In charge of new comers & leavers' package; storing employees' information.	Bachelor's Degree	05	09	18 million	30 million
HR Officer/ Specialist/ Executive	<ul style="list-style-type: none">- Assist to improve appropriate compensation & benefits programs and packages for attraction & retention of employees, provide data for market survey.- In charge of payroll for all staff; compulsory insurance; Personal Income Tax calculation & finalization.- Handle recruitment process for all levels, & assist HR & Admin Manager in hiring senior positions.- Coordinate with HR Manager/HR Supervisor & line managers to conduct trainings, performance management, surveys, etc.- Assist in maintaining positive employee relations.- Assist HR operations.- Responsible for administrative matters.	Bachelor's Degree	00	05	06 million	18 million

Legal



Legal

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Legal Director	<ul style="list-style-type: none"> - Provide advices on corporate, regulatory & business issues & give opinions on all in-house legal matters. - Supervise a team of legal professionals to support the business. - Review Terms & Conditions of products, agreements and other legal documentations. - Be involved in & guide dealings with Regulatory bodies. - Coordinate with Compliance Department in deploying local regulations as well as guidelines, policies from Group. - Review marketing materials and provide advices & comments to safeguard company's interest and in compliance with regulatory requirements. - Be in charge of disputes & litigations. - Liaise & correspond with external law firms. 	Bachelor or Higher Degree in Law	10	15	90 million	160 million
Legal Manager	<ul style="list-style-type: none"> - Legal analysis & advisor. - Mergers & Acquisitions, SPA, Due Diligence. - Collaborate directly with outside legal or assist with the creation of all phases of a business case & the communication of the business case to all internal stakeholders, including executives. - Assist the internal due diligence team leader with the development of corporate strategy presentations & other special projects. - Contract negotiation. - Litigation management. - Legal Risk. - Internal Policy Development: Review internal policies, advise the Management Board on legal implications of internal policies & procedures & ensure that they are in compliance with all statutory or legal requirements. - Provide leadership & ensure efficient & effective management of staff and resources in the legal team. 	Bachelor degree or Master degree in Law	07	15	66 million	120 million

Legal

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Legal Officer	<ul style="list-style-type: none"> - Draft & review all kinds of business contracts related to business nature of the company to ensure they are in compliance with practicing local laws and the company policies. - Review, comment & revise contracts from business partners to ensure the legal compliance of the company with the Head Office guideline as well as the law of Vietnam. - Function as contract management & act as the custodian for all contract-standardized templates. - Ensure the contract execution to be implemented in line with the contract process from the view of legal side. - Utilize own expertise/experience and/or work with legal service providers to give consultation to internal business partners to ensure the compliance with the local law, company policies & minimize legal risks if any to the company. - Work with relevant people to proceed with required documentations/dossiers to submit to relevant authorities to ensure the company business activities to be aligned with the local law and the company policies. - Submit required documents to relevant authorities to get certificates/approvals on time in full in terms of legal side to ensure the company business activities to be proceeded smoothly. - Function as custodian of legal record management to ensure they are filed properly & archived on time in full when required. - Follow up & update any new law and/or regulations issued by the Government which are related to and/or highlight any impacts to the nature business of the company. - Prepare & implement requirements related to notarization, consulate legalization, & legal translation. 	Bachelor degree or Master degree in Law	03	07	15 million	30 million

Compliance

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Compliance Officer	<ul style="list-style-type: none"> - 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. - Meet with clients to discuss, plan and prepare application file for licensing & incorporation matters. - Focus on International trade law & trade regulations. 	Bachelor degree Lawyer Certificate	02	03	30 million	40 million
Head of Legal & Compliance	<ul style="list-style-type: none"> - Plan, organize, & manage the Bank's overall compliance program as well as supervise day-to-day compliance activities. Develop, document & maintain a compliance program that includes risk assessments, policies, procedures, & guidelines. Provide strategic direction related to the Bank's compliance risk. - Prepare compliance reporting to the Board of Directors, Audit Committee, & Risk Management Committee. Demonstrate knowledge of applicable laws and regulations, including key consumer compliance provisions. Research & interpret emerging regulatory items, informing key personnel of changes in laws & regulations & their business implications. - 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, & examinations. Facilitate corrective actions as appropriate. Interacts with Senior Management, the Board of Directors, attorneys, bank regulators, service providers, consultants & bank/subsidiary staff. 	Bachelor's degree	15	20	100 million	160 million

Regulatory Affairs

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Regulatory Affairs						
Regulatory Affairs Manager	<ul style="list-style-type: none">- Manage to get the facility certificates (GSP, GDP, FSH, ...) for related products.- Manage to get the product registration certificates.- Work closely with Legal to ensure the content on product labels & marketing tools are met the related regulation.- Update new regulation or related regulation to related department for implementing.- Prepare checklist of related requirements from State Inspections to make sure all document are in place & met the regulation.- Act as an advisor/alert center for other Departments in terms of new regulation of products launching, licensing & labelling.	Minimum of Bachelor's Degree in the relevant industry	04	07	30 million	50 million
Regulatory Affairs Officer	<ul style="list-style-type: none">- Build specification for specific products based on Vietnam Regulation.- Read & translate technical documents.- Contact suppliers to ask product document relating with registration as well as customer request or customer complaint.- Check & feedback about supplier's document.- Be in charge of product registration with authorities.- Check the content & position of sub-label/ product label is correct as Vietnam Regulation.- Support sales to solve the customer complaints.- Control defective products weekly.- Test product quality at warehouse if requested.	University Graduate	02	05	12 million	25 million

Law Firm

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Legal Assistant / Paralegal	<ul style="list-style-type: none"> - Review & prepare external legal documents for company, including but not limit to commercial contracts, agreements, memorandums or official letters. - Provide research & guidance on changes in local laws & implications. - Prepare draft advice & documents for filing. - Manage diary & follow up with clients. - Research & update legal documents. - Contact & communicate with local authorities when necessary. 	University Graduate from The School of Law or related majors	01	03	08 million	16 million
Junior Associate	<ul style="list-style-type: none"> - Research & update legal news, keep the managers & partners and the legal team updated with new regulations; publish legal alert to clients relating to their business. - Advise clients in corporate matters, daily operation, labors, investments, policies etc. - Review contracts & transaction related to client's business. - Liaise & work with authorities to assure the operational compliance. - Advise, submit & liaise with Department of Planning and Investment, Department of Industry & Trade, Department of Labor, Invalids & Social Affairs... to obtain Investment Registration Certificate, Business Registration Certificate, Representative office License etc. - Submit dossiers for establishing, amending of concerning certificates, closing down Local & foreign owned companies, Representative office, branches. - Conduct licensing works related to foreign expats. 	University Graduate from The School of Law or related majors and Lawyer Practicing Certificate acquired	02	05	15 million	30 million

Law Firm

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Law Firm						
Associate	<ul style="list-style-type: none">- Represent clients to negotiate with their counterparties & business partners on various transactions.- Work closely with other offices of the group to advise clients on cross-border transactions.- Draft & reviewed various transaction documents.- Review & provided comments on term sheets for some transactions.- Compose memoranda advising clients on a wide range of sectors, including project finance, infrastructure, banking, finance, corporate, foreign investments and other legal issues.- Responsible for beginning to completion of transactions.- Assist core clients by providing legal advices in relation to their day-to-day activities as per their requests.- Compose client alerts/notes on newly issued regulations.- Train & supervised more junior lawyers, legal trainees & paralegals.	University Graduate from The School of Law or related majors and Lawyer Practicing Certificate acquired	05	10	40 million	70 million
Senior Associate	<ul style="list-style-type: none">- Consult different Clients on various legal issues, including investment license, tax, foreign investment, commercial contracts, etc.- Prepare, adjust & update commercial contracts; translate all contracts/agreements.- Review Partners' implementation of work relating to legal, tax & business issues in Vietnam.- Liaise with local authorities in Vietnam for any legal matters; ensure corporate compliance to the Law.- Update & draft newsletters, brochures, legal contents & books.- Attend meetings with clients, discuss & give business solutions.- Support Legal Partner to manage other lawyers in Vietnam; responsible for training Junior Lawyers/Trainee Lawyer.- Maintain the existing clients & develop new clients.	University Graduate from The School of Law or related majors and Lawyer Practicing Certificate acquired	08	15	60 million	110 million



Finance & Accounting



Retail Banking

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Retail Banking						
Chief Information Officer	<ul style="list-style-type: none">- Lead and manage the country IT team through strong skills in communication, planning, prioritizing, scheduling, coaching, technology, and quality control.- Be the Project Manager for all country IT initiatives & regional/global developments in-country, driving activities to completion.- Perform vendor management activities to include vendor comparison, analysis, costing, coordination, & relationships.- Perform budgeting, purchasing, & cost control of all IT systems and services.- Ensure information security policies & controls for data, systems, and services are appropriately in place & functioning as required.	Bachelor/Master of Information Technology	20	25	115 million	360 million
Head of Retail/ Consumer Banking	<ul style="list-style-type: none">- Be responsible for the oversight of the retail business line, branch network, Work Place banking & all initiatives to assure successful service delivery & strategy fulfillment.- Be responsible for the position include deposit and lending services, new product research and development, customer service & loyalty delivery systems, employee enrichment, education & training, performance management, annual cost/benefit analysis of existing products.- Prepare of detailed reports for committee & board meetings & related regulatory compliance.	Bachelor/Master of Economics or Banking/Finance	15	25	250 million	360 million
Product Development Manager	<ul style="list-style-type: none">- Be responsible for the oversight of the retail business line, branch network, Work Place banking & all initiatives to assure successful service delivery & strategy fulfillment.- Be responsible for the position include deposit and lending services, new product research and development, customer service & loyalty delivery systems, employee enrichment, education & training, performance management, annual cost/benefit analysis of existing products.- Prepare of detailed reports for committee & board meetings & related regulatory compliance.	Bachelor/Master of Economics or Banking/Finance	06	10	50 million	60 million

Retail Banking

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Retail Banking						
Compliance Manager	<ul style="list-style-type: none">- Policies, standards and rules: Facilitate business in establishing, reviewing & updating internal rules, policies and guidelines to meet best practice regulatory and industry standards.- Compliance training: Assess training needs, develop and review training materials, & conduct training for business units.- Regulatory dealing: Liaise & resolve issues with regulators arising from regulatory inspections and other regulatory clarifications.	Bachelor/Master	06	10	45 million	60 million
Head of Credit Card Sales	<ul style="list-style-type: none">- Consumer Credit Risk Management for Consumer Lending Products with focus on Secured Products Credit Policy.- Product Management for both Secured & Unsecured Products.- Credit Analytics.- Portfolio Acquisition – Retail & Alternate Channels.- Be responsible for Business & Sales strategy.	Bachelor/Master of Economics or Banking/Accounting	06	10	80 million	120 million
Branch Manager	<ul style="list-style-type: none">- Strategic Management: Develop & drive execution of business strategies for the Retail Banking segments at branch.- Business Development: Drive new businesses & revenue for the branch to deliver strategic & annual operating targets through enhancing & strengthening the sales and service culture within the retail business, active engagement with both existing and prospective customers.- 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.	Bachelor/Master of Economics or Banking/Finance	06	10	60 million	80 million

Retail Banking

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Retail Banking						
Wealth Specialist	<ul style="list-style-type: none">- Develop sales pipeline through close collaboration with allocated branches.- Stimulate referral leads from existing clients People Management.- Coordinate closely the daily activities of Supporters from Insurance Partners.- Coach & motivate branch or Direct Sales to be confident and effectively sell insurance products Customer Service.	Bachelor degree in Banking/ Finance / Business Administration	01	05	12 million	22 million
Relationship Manager	<ul style="list-style-type: none">- Explore new business opportunities of commercial banking products through different business networks and channels to achieve designated business targets.- Cross-sell retail banking product to commercial customers. Manage account portfolio and maintain close relationship with customers for business retention & referrals.- Prepare credit proposals by negotiation of credit terms, pricing and collateral requirements under the bank's guidelines.	Bachelor degree in Banking/ Finance / Business Administration	01	04	9 million	18 million
Teller	<ul style="list-style-type: none">- Entry documents arising in a day & have responsibilities with Entry transactions. Consulting to the customer and solve their complaints.- Be responsible for collect & pay cash in VND and foreign currencies. to transfer, foreign exchange.- To open/ close account for clients. to arrange, store, preserve accounting records.- Managed bank statements, transaction receipts & documents of customers.	Bachelor degree in Banking/ Finance / Business Administration	01	03	09 million	12 million
Telesales	<ul style="list-style-type: none">- Contact potential or existing customers to inform them about a product or service using scripts.- Answer questions about products or the company.- Ask questions to understand customer requirements & close sales.- Direct prospects to the field sales team when needed.- Enter & update customer information in database.	Bachelor degree in Banking/ Finance / Business Administration	01	04	7.5 million	11 million

Retail Banking

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Retail Banking						
Wealth Business Development Manager	<ul style="list-style-type: none">- Build, establish & formulate sales strategies in region to increase productivity & activity ration of business partner. Provide support & guidance to sales individuals in terms of implementation of sales activities in region.- Build productive sales teams amongst business partners. Analyze, track & monitor the execution & implementation of sales activities & action plans derived in his/her region to meet financial objectives. Constantly provides feedbacks from sales team.- Provide constant quality training & business guidance to sales individuals.	Bachelor degree in Banking/ Finance / Business Administration	03	06	25 million	35 million
Telesales Team Leader	<ul style="list-style-type: none">- Manage daily activities of Telesales Team such as supporting staff to persuade, selling through the phone, training group in communication skills, teamwork,...- Maintaining relation with Marketing, Network & Sales Dept to build & deploy new Telesales strategy.- In charge of attracting & seeking new customer by Marketing activities through phone.- In charge of push Sales figures, improve performance of Telesales Team.- Ensure compliance with policies & internal & external regulations.	Bachelor degree in Banking/ Finance / Business Administration	05	10	18 million	25 million
Sale Team Manager	<ul style="list-style-type: none">- Driving sales productivity & other initiatives to achieve target per month & customer satisfaction objectives. Working with other functions to improve processes & systems for acquisition, underwriting, authorization, account retention & maintenance, results tracking, etc to deliver the customer value proposition.- Coaching direct reports & key talents to deliver on individual performance. Coaching all team leaders about management skills so that team leaders can manage their teams to increase sales productivity.- Ensuring the team to follow service standards of the Bank.- Monitoring customer service quality of the team.	Bachelor degree in Banking/ Finance / Business Administration	05	10	20 million	40 million

Corporate Banking

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Corporate Banking						
Head of Corporate Banking	<ul style="list-style-type: none">- Monitor operational, economic & social data relevant to the business of the Bank for evolving strategies and policy guidelines in the Corporate Banking department.- Develop, recommend and implement marketing strategies & plans consistent with established goals in Corporate Banking including Assets & Liabilities.- Constantly endeavor to improve the Bank's competitive position by review of the plans & policies.- Set goals, objectives & measurement standards for each Relationship Manager & monitors and evaluates their performance on a periodical basis.	Bachelor/Master of Economics or Banking/Finance	15	20	350 million	500 million
Head of SMEs	<ul style="list-style-type: none">- Assess SME products & new business ideas to apply to reality.- Disseminate & communicate policies & procedures of SME segment to sales team & distribution channels.- Support & guide RMs/SRMs to develop Sales target, manage cross-selling chances & appraise sales capacity of SME segment in area in charge.	Bachelor/Master of Economics or Banking/ Finance	15	20	120 million	160 million
Marketing Manager	<ul style="list-style-type: none">- Planning for a business segment & manage it's product market-ing programs to be in line with business objectives.- Provide yearly plan & manage branding execution in external & internal channels to achieve the bank's objectives, improve it's brand awareness index.- Manage press relation & bank's message to ensure the infor-mation consistency.- Manage projects to set up new business model of affluent segment in the bank.	Bachelor/Master of Economics or Marketing	06	08	60 million	80 million

Operations

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Operations						
Head of Operations	<ul style="list-style-type: none"> - Payment and Receipt i.e. manual payments, & massive payments such as payroll. Cash counter transactions, cash collection through partner banks. - Authorize all payments in the local payment systems, to review current procedures periodically & prepare a new one to adapt changing situation. Trade Finance operations inclusive Import, Export, Bank guarantees, Trade Loans, LC confirmation & Supply chain operations. - 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. 	Bachelor/Master of Economics or Banking/ Finance	15	25	80 million	200 million
Trade Finance Operation Manager	<ul style="list-style-type: none"> - Manage all trade & guarantee related services. - 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 ...). - Be responsible for trade processing center. Work with Trade & Commodities Sales to originate, pitch trade deals, provided trade finance technical training for clients. 	Bachelor/Master of Economics or Banking/ Finance	10	15	80 million	100 million
Underwriting Manager	<ul style="list-style-type: none"> - Be responsible for driving the expansion of the commercial book through a strategic trading plan in the commercial property, motor & liability markets. - Managing a team of underwriters - Case underwriting major new business risks & actively managing large renewals. - Be able to demonstrate an up to date knowledge of the commercial insurance property & liability markets. 	Bachelor/Master of Economics or Banking/ Finance	06	10	60 million	80 million

Treasury

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Treasury						
Head of Treasury	<ul style="list-style-type: none">- Be responsible for all operational treasury functions which include, daily cash management & risk analysis. Liquidity management, cash reporting and variance analysis.- Support in treasury policy, as well as assist in funding strategy. Develop & maintain key banking & investor relationships, responsibility for the banking, loan & covenant agreements.- Manage direct reports to improve functionality of Treasury function.	Bachelor/Master of Economics or Banking/Finance	06	08	120 million	160 million
Financial Invesment Manager	<ul style="list-style-type: none">- Set up investment plans, arrange funds for the projects. Set up procedures related to investment appraisal.- Evaluate the effectiveness of investment projects, the purchasing costs of major aspects: legal, technical, business, investment efficiency.- Manage & evaluate the overall investment department, progress and results of implementing investment projects.	Bachelor/Master of Economics or Banking/Finance	05	08	50 million	80 million
Treasury Officer	<ul style="list-style-type: none">- Assist in meeting the bank's cash requirements on a day-to-day basis.- Assist in managing the bank's relationship with local & overseas banks and other financial institutions. Assist in carrying out the bank's settlements function.- Hedge against risk positions. Pricing of the	Bachelor/Master of Economics or Banking/Finance	03	05	20 million	35 million
Financial Analyst	<ul style="list-style-type: none">- Support in Financial & strategic planning activities of the Group and its subsidiaries.- Assist in annual planning & budgeting activities.- Providing financial analyst support to department heads in their respective budget planning.- Gathering accurate information & market intelligence. Provide support in implementing continuous process improvements.	Bachelor/Master of Economics or Banking/Finance	03	05	30 million	45 million

Risks

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Risks						
Risk Manager	<ul style="list-style-type: none">- Prepare credit submissions through critical analysis of key business drivers, industry exposure, macro-economic conditions, operation risks and mitigations.- Constantly review credit processes to support new business initiatives, products & guidelines.- Ensure effective implementation, monitoring & reporting of statutory compliances, internal guidelines & procedures are strictly adhered to.	Bachelor/Master of Economics or Banking/Accounting, Auditing or Finance	04	06	65 million	100 million
Head of Credit Approval	<ul style="list-style-type: none">- Support good asset growth within prescribed group policy & risk appetite through exercising of sound credit judgment.- Control LI per budget. Drive productivity & approval quality.- Liaise with CRM team to provide feedbacks on necessary policy refinements. Ensure all audits & reviews meet with internal and regulatory standards satisfactorily.	Bachelor/Master of Economics or Banking/Finance	12	25	80 million	120 million
Head of Collections	<ul style="list-style-type: none">- Direct & coordinate credit, fraud investigations, & delinquent account collections. Review collection reports to ascertain status of collections and balances outstanding and to evaluate effectiveness of current collection policies & procedures.- 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.	Bachelor/Master of Economics or Banking/Finance	10	20	50 million	80 million
Financial Analyst	<ul style="list-style-type: none">- Ensure adequate management of risks of money laundering, terrorist financing & sanction violation (ML/TF/SV) inVMO operation.- Ensure proper observation of GPPs & other AML requirements regulations set out by the Group & relevant authorities.- Ensure sufficient awareness of VMO staff on AML.- Foster good relations with the local AML authorities.- To develop competent AML team.	Bachelor/Master of Economics or Banking/Finance	03	05	50 million	60 million

Investment

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Investment Director/ Chief Investment Officer	<ul style="list-style-type: none"> - Manage the investment portfolio to ensure the portfolio meets targets. Propose changes in investment strategies as appropriate. - Regular review of asset allocation for the portfolio. Actively source deals. - Be responsible for due diligence & negotiation with potential investment companies. 	Bachelor/Master of Economics or Banking/Finance	08	12	100 million	200 million
Portfolio/ Investment Manager	<ul style="list-style-type: none"> - Provide wealth management services to Private Bank clients. - Managed investment assets for trust & wealth management clients. - Developed & built trusted relationships with private bank clients. - Propose credit approvals, analyzing & fulfilling client's trade & working capital requirements through discretionary lending. - Lead team. 	Bachelor/Master of Economics or Finance	05	08	50 million	80 million
Investment Officer	<ul style="list-style-type: none"> - Research the market in terms of asset management, financial markets, stock market & regulation. Deal screening, evaluation & valuation, risk assessment, risk analysis. - Collect financial and investment information about companies, stocks, bonds & other investments. Examine & analyze collected financial & investment information. - Evaluate investment opportunities & risks, identifying good investment opportunities. Prepare the necessary investment proposals & related negotiation documents & materials. 	Bachelor/Master of Economics or Finance	03	05	40 million	60 million
Research Officer	<ul style="list-style-type: none"> - Write research specifications. - Agree project requirements, objectives & research reference terms. - Search for & retrieve information from paper-based sources, the internet & online databases. - Interview members of the public. - Use a variety of qualitative & quantitative research methods. - Analyse data. 	Bachelor/Master of Economics or Banking/Finance	03	05	40 million	60 million

Finance & Accounting

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Finance & Accounting						
Account Executive	<ul style="list-style-type: none">- Prepare monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, & trends.- Comply with state and federal tax filing requirements by studying regulations; adhering to requirements; advising management on required actions.- Respond to financial inquiries by gathering, analyzing, summarizing, & interpreting data.- Prepare special reports by studying variances; preparing budgets; developing forecasts.	Bachelor or above	02	04	10 million	13 million
Accounts Payable	<ul style="list-style-type: none">- Review all invoices for appropriate documentation and approval prior to payment.- Process 3 way P.O. matching invoices, up to 100 plus line items.- Prioritize invoices according to cash discount potential & payment terms.- Process check requests.- Maintain files & documentation thoroughly & accurately, in accordance with company policy & accepted accounting practices.- Assist with other projects as needed.	Bachelor or above	03	05	14 million	17 million
Accounts Receivable	<ul style="list-style-type: none">- Prepare, verify, & process invoices for sales or services rendered.- Collect on accounts by sending invoice reminders & communication with customers via phone, email, fax or mail.- Prepare cash & check payments for bank; totaling and recording the deposit amounts, filling out deposit slips and bundling the funds & slips; making deposits at the bank.- Update receivables by totaling unpaid invoices.- Reconcile the accounts receivable ledger to ensure that all payments are accounted for & properly posted.- Generate monthly, quarterly or annual financial statements & reports detailing paid & unpaid invoices & other accounts receivable activity.	Bachelor or above	03	05	14 million	17 million

Finance & Accounting

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Finance & Accounting						
Assistant Finance Manager	<ul style="list-style-type: none">- Be responsible to manage the cash flow & supervise over the financial transactions within & outside the company.- Propose an annual budget based upon organizational goals & the planned targets of production in the guidance of the manager.- Assist the finance manager to make rounds in attending on financial requests pertaining to purchase orders.- Report the fiscal profit/loss incurred on yearly or weekly basis.- Plan a strategic and long term business plans in support of the financial manager & the board of managers.	Bachelor or above	05	07	28 million	40 million
Chief Financial Officer	<ul style="list-style-type: none">- Build, execute management report system to assist CEO in decision making & BOD review.- Prepare business plan & financial planning reports.- Manage cash flow & capital structure.- Review current internal control system of each business, recommend improvement & execute daily works.- Present company to investment bankers, potential investors, financial partners.- Manage accounting related issues.	Master's Degree in Finance & Accounting	15	20	75 million	120 million
Finance & Accounting Manager	<ul style="list-style-type: none">- Establish & monitor the group financial management system for achieving business objectives.- Analyze group consolidation finance & business result.- Work on structuring, improving Finance Accounting System (organize, system, policy...).- Improve performance through regular internal audit (accounting, tax, fund management/cost execution/ investment).- Supervise accounting operation, set up procedure, reporting.	Degree in Finance & Accounting	07	10	65 million	80 million

Finance & Accounting

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Finance & Accounting						
Financial Analyst	<ul style="list-style-type: none">- Determine cost of operations by establishing standard costs; collecting operational data.- Guide cost analysis process by establishing & enforcing policies & procedures; providing trends & forecasts; explaining processes & techniques; recommending actions.- Improve financial status by analyzing results; monitoring variances; identifying trends.- Reconcile transactions by comparing & correcting data. Maintain database by entering, verifying, & backing up data.- Increase productivity by developing automated accounting applications; coordinating information requirements.	Bachelor or above	03	05	18 million	27 million
Financial Controller	<ul style="list-style-type: none">- Establish & monitor the overall cost & resource allocation, cost frame, forecast & result.- Contribute in establishing the benchmark of efficiency development & optimization of the given financial & headcount frames.- Responsible for accurate & timely monthly cost reporting.- Monitor Accounts receivable based on information received from accounting; Act on potential deviations.	Degree in Finance & Accounting	07	10	50 million	60 million
Internal Audit Manager	<ul style="list-style-type: none">- Assist in development of the institution's annual audit plan.- Manage performance of audit assignments, reviews workpapers & audit reports; edits reports prepared by other auditors.- Schedule & plan audits; initiate project planning, assess risk and develop audit direction.- Perform preliminary planning & establish direction for audits, provide leadership to assigned auditors, manage project to quality outcomes, while meeting established time budget. Perform audit work.- Coordinate & interact with Regents, administrators, faculty, & staff, and with external audit and law enforcement agencies.- Consult with & advise university administrators, faculty, & staffs on operational & administrative issues.	Bachelor or above	05	07	40 million	50 million

Finance & Accounting

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Finance & Accounting						
Internal Auditor	<ul style="list-style-type: none">- Attend meetings with auditees to develop an understanding of business processes;- Travel to different sites to meet relevant staff & obtain documents and information; research & assess how well risk management processes are working & recording the results using software such as Microsoft Word & Excel.- Provide ad hoc advice & guidance to managers & staff at all levels, sometimes by delivering courses & training sessions.- Perform risk assessments on key business activities & using this information to guide what to cover in audits.	Bachelor or above	03	05	18 million	25 million
Senior Accountant	<ul style="list-style-type: none">- Prepare & record asset, liability, revenue, & expenses entries by compiling & analyzing account information.- Maintain & balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.- Produce payroll by initiating computer processing; printing checks, verifying finished product. Complete external audit by analyzing & scheduling general ledger accounts; providing information for auditors.- Avoid legal challenges by complying with legal requirements.	Bachelor or above	03	05	18 million	25 million
Accounting Manager	<ul style="list-style-type: none">- Monitor & analyze accounting data & produce financial reports or statements.- Establish & enforce proper accounting methods, policies & principles.- Coordinate & complete annual audits.- Provide recommendations.- Improve systems & procedures & initiate corrective actions.- Assign projects & direct staff to ensure compliance & accuracy.- Meet financial accounting objectives.- Establish & maintain fiscal files & records to document transactions.	Bachelor or above	05	07	40 million	50 million



Information Technology



Information Technology

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Information Technology						
Chief Information Officer (CIO)	<ul style="list-style-type: none">- Be responsible for the technological direction of a company.- Propose budgets for programs & projects, purchases and upgrades equipment, supervises computer specialists & IT staffs, & presides over IT-related projects.- 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.	Bachelor/Master of Information Technology	15	25	100 million	150 million
IT Director	<ul style="list-style-type: none">- Devise & establish IT policies & systems to support the implementation of strategies set by upper management- Analyze the business requirements of all departments to determine their technology needs.- Purchase efficient and cost effective technological equipment and software.- Inspect the use of technological equipment & software to ensure functionality & efficiency.- Identify the need for upgrades, configurations or new systems & report to upper management.- Coordinate IT managers & supervise computer scientists, technicians & other professionals to provide guidance.	Bachelor/Master of Information Technology	12	20	60 million	100 million
IT Manager/ Project Manager	Advising organizations on IT solutions that will best help company grow & perform more efficiently.	Bachelor/Master of Information Technology	08	12	38 million	50 million
ERP/SAP Consultant	Provides total ERP solutions & consultancy to the customer under one single roof, & responsible for administering each of the phase of the implementation so that the required activities occur at the scheduled time & at the desired level of quality & with effective participation.	Bachelor/ Diploma of Information Technology	03	05	15 million	25 million

Information Technology

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Information Technology						
Network/ System Administrator	<ul style="list-style-type: none">- Responsible for the day-to-day operation of these networks.- Organize, install, and support an organization's computer systems, including local area networks (LANs), wide area networks (WANs), network segments, intranets, & other data communication systems.	Bachelor/Master of Information Technology	03	05	20 million	35 million
Software Developer/ Programmer	Be responsible for back end, write code, establish the architecture of the software developed, implementing, maintain, develop & troubleshoot the website/web application/software.	Bachelor/ Diploma of Information Technology	03	05	20 million	30 million
Web Developer/ Web Designer	Be responsible for front end, design the web application based on architecture & requirements (design packages, modules, design sub systems...), write design/implementation documentation, select the most appropriate technical solution (architecture, design approaches or preliminary designs).	Bachelor/ Diploma of Information Technology	03	05	20 million	30 million
Digital Marketing Manager	Be responsible for Digital Marketing strategy on different channels, work with agencies, ensure consistency of brand image & values through out all channels and all materials created by external/internal teams, define goals & budget for campaigns, brand awareness and lead the execution of campaigns to increase customer rate, and manage staffs	Bachelor/Master of Information Technology	05	07	40 million	65 million
IT Architecture/ Infrastructure	Be responsible for full stack (front end + back end). Design the web application based on architecture and requirements (design packages, modules, design sub systems...).	Bachelor/Master of Information Technology	03	05	30 million	45 million
IT Support & Helpdesk	Responsible for designing, organizing, modifying, & supporting a company's computer systems. Troubleshoot LAN/ WAN performance, connectivity, and related network problems.	Bachelor/ Diploma of Information Technology	03	05	10 million	15 million

IT - Sales Engineer

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
IT - Sales Engineer						
Business Development Manager	Works to improve an organization's market position & achieve financial growth. Defines long-term organizational strategic goals, builds key customer relationships, identifies business opportunities, negotiates & closes business deals & maintains extensive knowledge of current market conditions.	Bachelor of Economics/ Information Technology	05	08	40 million	50 million
Sales Manager	Significant interaction with clients, which may be face-to-face or over the telephone for pre-sales, sales & post-sale support of hardware & software & meeting sales targets set by company.	Bachelor of Economics/ Information Technology	05	08	45 million	60 million



Sales, Marketing & Events



Advertising

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Account Director	<ul style="list-style-type: none"> - Efficiently manage client budgets & performance to optimize activity. - Manage campaign briefs with clients & ensure the work that is produced & implemented is resulting in returns for client whether for digital, paper support or for an event. - Allocate resources & drive the completion of tasks. 	Bachelor's Degree or above	07	10	46 million	65 million
Creative Director	<ul style="list-style-type: none"> - Directs the creative product of the organization & strives for excellence in everything from concept to completion of projects on schedule. - Works closely with project managers & Directors to solve marketing problems through smart, well-designed online & offline advertising & collateral materials that help sell product, & maintain good image for the organization. - In concert with project managers & Directors, selects vendors for jobs & is involved along with the creative team in signing off on layouts, artwork, photography, in-house proofs, pre-press proofs 	Bachelor's Degree or above	07	10	45 million	80 million
Senior Account Manager	<ul style="list-style-type: none"> - Win & manage the marketing projects that Company provides to clients. Achieve the best outcomes for clients (as of the project's objectives). - Maintain & develop relationships with clients (both within & beyond the scope of work). - Organizing & supervising project's members to work under project procedures & regulations in order to achieve the project's objectives. - Support board of management to develop & train account team members. 	Degree in Business Administration/ Economic/ Foreign Language	05	07	35 million	50 million

Advertising

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Account Manager	<ul style="list-style-type: none"> - Provides editorial direction during all phases of media development, and prepares & produces all presentation materials required for management review & approval of attraction creative intent. - Manages media pipeline, schedules & creative reviews, as well as in-progress reports between vendors & clients. Coordinates supporting media vendors in the production of all media elements including but not limited to film, video, music composition and re-cording, voice over production, special effects & motion effects development and production, where applicable. - Manages all phases of media editorial & post-production to ensure on-time, on-budget delivery of the highest quality media content. Tracks on-going media changes throughout the production. 	Bachelor/Master	02	03	24 million	35 million
Account Executive	<ul style="list-style-type: none"> - Create detailed business plans to facilitate the attainment of goals and quotas. - Manage the entire sales cycle from finding a client to securing a deal. - Unearth new sales opportunities through networking and turn them into long term partnerships. - Provide professional after-sales support to enhance the customers' dedication. - Remain in frequent contact with the clients in your responsibility to understand their needs. 	Bachelor/Master of Economics or Banking/Finance	02	03	07 million	12 million
Media Production Manager	<ul style="list-style-type: none"> - Manage media pipeline, schedules & creative reviews, as well as in-progress reports between vendors & clients. Coordinates supporting media vendors in the production of all media elements, where applicable. - Manage all phases of media editorial & post-production to ensure on-time, on-budget delivery of the highest quality media content. Tracks on-going media changes throughout the production process. - Responsible for all media archiving & logging of company media. 	Bachelor's Degree or above	03	05	30 million	40 million

Marketing

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Head of Marketing/ Marketing Director	<ul style="list-style-type: none"> - Support & facilitate development & implementation of section business/marketing plans. - Direct firm's overall marketing & strategic planning programs, & corporate communications. Facilitate client development through marketing & client services programs. - Develop marketing talent and capability for the country marketing team. 	Bachelor or above	07	10	80 million	120 million
Brand Manager	<ul style="list-style-type: none"> - Monitor & analyze sales volume, market share trends and competitive activities. - Develop or adapt relevant brand message to deploy in Vietnam market. - Manage & analyze external research projects such as MT tracking, Retail audit, Annual Brand tracking and ATL post evaluation. 	Bachelor or above	07	08	35 million	50 million
Marketing Manager	<ul style="list-style-type: none"> - Develop or adapt relevant brand message to deploy in Vietnam market. - Implements brand communication activities (both ATL + BTL) including TV/Digital/OOH/PR & Print/Activation. - Coordinate with product team on new product project or product proposition analysis. 	Bachelor or above	05	07	45 million	80 million
Digital Marketing Manager	<ul style="list-style-type: none"> - Ensure all campaigns are delivered on time & on budget. - Work with creative agency to direct & execute creative as needed. - Research & maintain relationships with related digital vendors to ensure our website & social media channels maintain optimal performance. 	Bachelor or above	03	05	35 million	50 million
Senior Marketing Executive	<ul style="list-style-type: none"> - Develop & implement creative marketing strategies that will make an impact, support the brand & drive sales & online traffic. Manage the marketing budget on a day to day basis. - Produce innovative & cost-effective promotions both in print & online. Develop & maximize third party relationships to deliver on brand objectives & strategies. - Deliver an events program, to ensure that brand presence is maximized and strategic objectives are met. 	Bachelor or above	03	04	14 million	18 million

Marketing

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Marketing						
Digital Content Editor/ Content Creator/ Social Media Content Editor	<ul style="list-style-type: none">- Work with colleagues in the department to ensure the departmental websites provide clear, accurate & engaging content (written, audio, video and social media).- Provide training & support to colleagues in the department to ensure lower level content is developed in accordance with the relevant guidelines.- Assist with the development of other promotional activity to support sales & communication.- Recommendations to improve content should be made based on the analysis of this data.	Bachelor or above	02	03	12 million	17 million
Event Manager	<ul style="list-style-type: none">- Plan event from start to finish according to requirements, target audience & objectives.- Come up with suggestions to enhance the event's success.- Prepare budgets & ensure adherence.- Source & negotiate with vendors & suppliers.- In charge of hiring personnel.- Coordinate all operations.- Lead promotional activities for the event. Ensure event is completed smoothly & step up to resolve any problems that might occur. <ul style="list-style-type: none">- Analyze the event's success & prepare reports.	Bachelor or above	05	07	36 million	45 million
Consumer Insight/ Market Research Manager	<ul style="list-style-type: none">- Play a leadership role in setting marketing objectives, strategies & business principles by providing guidance to business team in identifying and articulating key business issues & knowledge gaps, and in finding opportunities for the assigned brands.- Provide complete marketing research project support to assigned brands through identification of appropriate research objectives & directing resources in executing projects against same. Leads more strategic, complex research.- Ensure proper focus and prioritization of marketing research resources against assigned brand needs and help ensure that the right "team" resources from other functions are brought to bear on brand needs.	Bachelor or above	03	05	32 million	50 million

Marketing

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Marketing						
Business Development Manager	<ul style="list-style-type: none"> - Prospect for potential new clients & turn this into increased business. - Cold call as appropriate within your market or geographic area to ensure a robust pipeline of opportunities. - Meet potential clients by growing, maintaining, & leveraging your network. - Identify potential clients, & the decision makers within the client organization. <p>Research and build relationships with new clients. Set up meetings between client decision makers & company's practice leaders/Principals.</p> <ul style="list-style-type: none"> - Work with team to develop proposals that speaks to the client's needs, concerns, & objectives. Participate in pricing the solution/ service. 	Bachelor or above	05	07	40 million	50 million
Marketing Researcher	<ul style="list-style-type: none"> - Consulte clients about project requirements & objectives. - Design research methods such as interviews & questionnaires. - Carry out qualitative or quantitative research agreeing timescales & budgets. - Supervise staff & Monitor work progress. - Write reports, including client recommendations. - Analyse, translate & present results. - Advise clients on how they can best make use of results. 	Bachelor or above	02	03	12 million	17 million

Public Relations

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Public Relations						
Corporate Communication Manager	<ul style="list-style-type: none">- Develop marketing campaigns to promote a product, service or idea.- Be able to planning, advertising, public relations, event organization, product development, distribution, sponsorship & research.- Implement creative marketing strategies that will make an impact, support the brand.	Bachelor or above	05	07	40 million	60 million
PR Manager	<ul style="list-style-type: none">- Develop & implement the media/PR campaigns for clients such as create proposal, participate in presenting proposal to clients, creative briefing, brainstorming.- Work with Journalists to control news on newspapers, magazines, report to Clients/ Management directly.- Keep in touch with Journalists, take care of them well is prior task.	Bachelor or above	03	05	30 million	45 million

Retails

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Retails						
Operation Manager	<ul style="list-style-type: none">- Be responsible for freight & logistics activities within the store.- Partner with the Store Manager & Assistant Store.- Manager to provide guidance to Logistics associates by facilitating some train-ing; providing positive & constructive feedback, & the appropri-ate level of coaching required from a Lead. In partnership with the management team, she/he will also maintain loss prevention compli-ance, store visual and merchandising standards.- Play a Leader on Duty role & proactively engage with customers to exceed their needs & work to generate revenue by driving a sales culture.	Bachelor or above	07	10	35 million	40 million
Branch Manager	<ul style="list-style-type: none">- Manages branch personnel including training, mentoring & de-velopment; monitoring, evaluating & coaching performance; & staffing, scheduling, prioritizing, & delegating work assignments.- Professionally & actively represents the Bank in the Community by strategically participating on boards and committees, partnering with charitable organizations, coordinating & teaching financial literacy & attending local professional networking groups.- Create, drive, monitor & report progress on branch objec-tives, standards & goals; develops & implements process and performance improvement solutions when gaps are identified.	Bachelor or above	07	10	40 million	50 million

Retails

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Retails						
Shop/Store Manager	<ul style="list-style-type: none">- Complete store operational requirements by scheduling & assigning employees, following up on work results. Maintain store staff by recruiting, selecting, orienting, & training employees.- Maintain store staff job results by coaching, counseling, & disciplining employees, planning, monitoring, & appraising job results. Achieve financial objectives by preparing an annual budget, scheduling expenditures; analyzing variances, initiating corrective actions.- Identify current & future customer requirements by establishing rapport with potential and actual customers & other persons in a position to understand service requirements.	College or above	05	07	25 million	30 million
Site Developer Manager	<ul style="list-style-type: none">- Project management & development of new builds and brand conversions to completion.- Project management of capital programs affecting the existing stores & the on-going maintenance program.- Procurement management of all equipment & store décor pack-ages.	Bachelor or above	07	10	35 million	50 million
Merchandising Manager	<ul style="list-style-type: none">- Monitor & manage the availability of stock.- Manage stock flow through the Distribution Center.- Assist in the preparation of budgets, sales & profit targets.- Monitor performance against plan, taking appropriate action to maximize sales & profit.	College or above	03	05	14 million	18 million

FMCG - Food & Beverage/Tobacco

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
FMCG - Food & Beverage/Tobacco						
Head of Sales/ Sales Director	<ul style="list-style-type: none">- Determine annual unit & gross-profit plans by implementing marketing strategies, analyzing trends & results. Establish sales objectives by forecasting & developing annual sales quotas for regions and territories. Project expected sales volume & profit for existing and new products.- Implement national sales programs by developing field sales action plans.- Establish & adjust selling prices by monitoring costs, competition,	Bachelor or above (MBA is preferred)	10	15	80 million	120 million
Sales & Marketing Director	<ul style="list-style-type: none">- Develop & implement strategic marketing plans & sales plans & forecasts to achieve corporate objectives for products & services.- Plans & oversee advertising & promotion activities. Develop & recommend product positioning, packaging, & pricing strategy to produce the highest possible long-term market share.- Ensures effective control of marketing results, & takes corrective action to guarantee that achievement of marketing objectives falls within designated budgets.- Oversees & evaluates market research & adjusts marketing strategy to meet changing market & competitive conditions	Bachelor or above	10	15	100 million	120 million
Regional Sales Manager	<ul style="list-style-type: none">- Accomplish regional sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, & disciplining employees in assigned districts.- Achieve regional sales operational objectives by contributing regional sales information & recommendations to strategic plans & reviews, preparing & completing action plans, implementing production, productivity, quality.- Meet regional sales financial objectives by forecasting requirements, preparing an annual budget.	Bachelor or above	07	10	45 million	60 million

FMCG - Food & Beverage/Tobacco

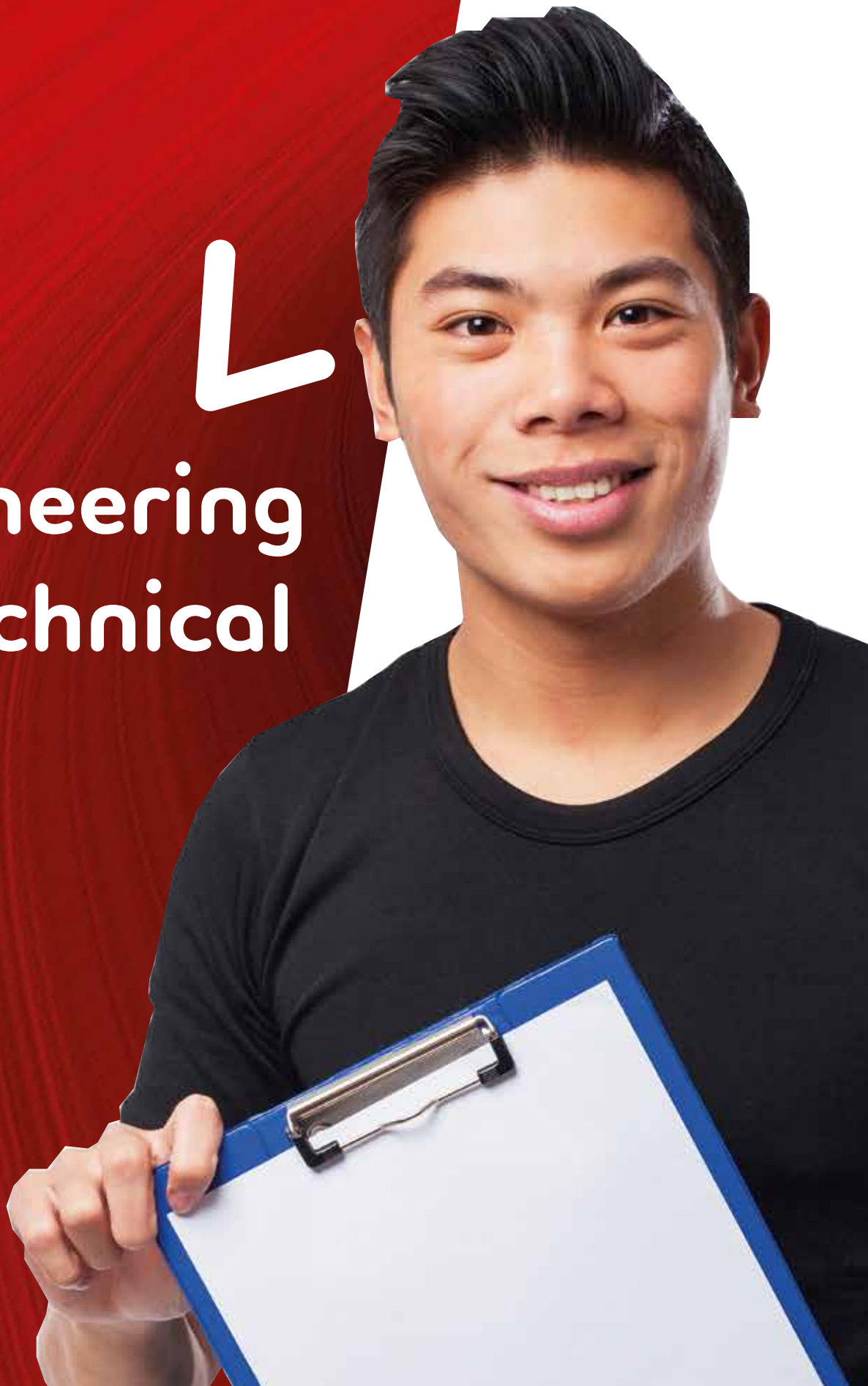
Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)		
			Min	Max	Min	Max	
FMCG - Food & Beverage/Tobacco							
Area Sales Manager	<ul style="list-style-type: none">- Achieve Sales Targets as planned & committed in the Business Plan. Develop Institutional Sales. Complete appointment of distributors wherever committed & required.- Ensure proper supervision & control over SR's, SO's, Distributors & Traders.- Maintain & monitor the performance of all distributors &Traders and Field Force of assigned area.	Bachelor or above	03	05	30 million	35 million	
Sales Supervisor/ Executive	<ul style="list-style-type: none">- To deliver top line performance comprising of sales value, volume, collection & channel execution & sales activities in assigned sales area.- Deliver sales targets.- Implement sales activities & follow up planning as determined by the ASM.	Bachelor or above	02	03	7.5 million	9.5 million	
Sales Operation/ Analyst	<ul style="list-style-type: none">- Manage the day-to-day operations of the sales team.- Supervise the staff working attitude & task-list outcome.- Train staffs of new location to implement the system.	Bachelor or above	03	05	15 million	18 million	
Trade Marketing Manager	<ul style="list-style-type: none">- Develop yearly plan & control total budget. Prepare sales tool as well as set up KPI to evaluate sale performance as daily basic with P&L rationale.- Develop, process execution & evaluate Trade promotion programs. Develop, set up criteria to track & maintain Picture of Success for company products at outlets in both ON and OFF channels through Point-of-sale merchandising.- Organize event & manage Promotion Girl team for Trade activation. Manage in-out inventory & deliver product as well as sales support items.	Bachelor or above	05	07	40 million	60 million	

FMCG - Food & Beverage/Tobacco

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
FMCG - Food & Beverage/Tobacco						
Modern Trade Manager	<ul style="list-style-type: none">- 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 & efficiently.- Deal with key customers for setting objectives & monthly tracking performance by key accounts, work with key customers for setting, maintaining & developing good business relations.- 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).	Bachelor or above	05	07	40 million	60 million
Key Account Manager	<ul style="list-style-type: none">- Formula winning strategy for Key Accounts & minimize channel conflict with General Retail.- Develop Trading Term for Key Accounts to achieve growth & sustainability.- Manage Key Accounts relationship at the top to top level (Purchasing Director & 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.	Bachelor or above	03	05	35 million	45 million



Engineering & Technical



Engineering & Technical

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Engineering & Technical						
Factory/Plant Manager/ Operation Manager	<ul style="list-style-type: none">- Manage & responsible for all functions of the Factory.- Manufacturing operation.- Quality and safety management.	Bachelor of Engineering/ MBA/Masters	12	20	70 million	160 million
Production Manager	<ul style="list-style-type: none">- Lead all activities in Production department.- Achieve company's KPI and cost saving.- Coach & train staffs.	Bachelor of Engineering	07	15	45 million	67 million
Production Engineer	<ul style="list-style-type: none">- Assign personnel & monitors the flow of work in process through the manufacturing facility.- Demonstrate ability to trouble shoot & solve production problems effectively & timely manner in production setting.- Lead & motivate people as well as training of operators.- Hand on & very direct approach to problems & needs of production demand.- Stay up-to-date with technological developments, enabling them to enterprises & society.	Bachelor's Degree of Engineering (mechanical, Electrical & Industrial Management Degree are preferred)	04	08	15 million	30 million
Production Planner	<ul style="list-style-type: none">- Coordinate production workflow for one or multiple products.- Plan & prioritize operations to ensure maximum performance & minimum delay.- Determine manpower, equipment & raw materials needed to cover production demand.	High school diploma (Further education or certification is preferred)	02	04	10 million	20 million
Project Manager	<ul style="list-style-type: none">- 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.- CAPEX submit for approval then control project within approved budget & follow schedule. Cash phasing, also with CAPEX/OPEX weekly tracking.- Site supervision to make sure all tasks always done with high quality & safety. Build up reliable as-built document & create lesson learned.	Bachelor of Engineering	12	20	54 million	65 million

Engineering & Technical

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Engineering & Technical						
Project Engineer	<ul style="list-style-type: none">- Develops project objectives by reviewing project proposals & plans; conferring with management.- Determines project responsibilities by identifying project phases & elements; assigning personnel to phases & elements; reviewing bids from contractors.- Determines project specifications by studying product design, customer requirements, & performance standards; completing technical studies; preparing cost estimates.- Confirms product performance by designing & conducting tests.- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements. Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.- Controls project plan by reviewing design, specifications, and plan & schedule changes; recommending actions.- Controls project costs by approving expenditures; administering contractor contracts.	Bachelor of Engineering	07	10	34 million	40 million
Engineering/ Technical Manager	<ul style="list-style-type: none">- In charge module overall operation activities .- Achieve company's KPIs & Integration working group.- Set up, install tools, equipment's for Test Engineering department.	Bachelor/Master of Engineering	12	20	55 million	90 million
QA/QC Manager	<ul style="list-style-type: none">- Incoming inspection.- Control quality activities at process.- Customer complain, measurement lab, supplier release.	Bachelor of Engineering	10	20	30 million	75 million

Engineering & Technical

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Engineering & Technical						
Planning Manager	<ul style="list-style-type: none">- Be responsible for KPIs: demand forecast accuracy, supply forecast accuracy.- Inventory level, delivery in full on time, out of stock.- Transportation cost, distribution & storage cost.	Bachelor Degree	07	10	40 million	80 million
Environment Health Safety Manager	<ul style="list-style-type: none">- Standardize all reporting system (internal & external), complete the baseline OHS procedures, KPIs, assessment, cross-plants audit, regulation compliance system, standardize training material.- Annual H&S improvement plan for all plants & roadmap development plan for whole VNBU included WHs, Distribution Centers, Sales & Fleets Units.- Support, train & coach for H&S officers at all plants and Sales in H&S matters. Lead the improvement safety project with QA & QC Departments.	Bachelor of Engineering	05	07	40	56 million

Engineering & Technical

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Engineering & Technical						
Shift Manager	<ul style="list-style-type: none">- Lead, direct, evaluate, & develop a team of supervisors who are responsible for various production activities.- Co-ordinate all manufacturing functions in his/her shift in order to facilitate the process for the required safety/quality/performance levels whilst ensuring on time deliveries to the customer.- Responsible for development, standardize, implementation & sustain of all production activities in his/her shift, according to best practices.- Develop & maintain good industrial relations with all subordinates, resolve relevant employee relations issues / grievances to maintain employee motivation/productivity at high levels.	Bachelor of Engineering	05	10	20 million	40 million
Continuous Improvement Engineer	<ul style="list-style-type: none">- Assist manufacturing plant on improvement project by doing analysis & implementation of lean tools.- Support Lean manager in his/her Lean Journey.- Help Lean manager to prepare his/her operational plan- Help manufacturing team to identify improvement opportunity.- Validate the use & understanding of good KPI inside the factory.- Coach & support Lean Technicians on their improvement project.- Organize & Conduct Lean internal Audits. Identify Lean related training needs of factory member	Bachelor of Engineering, Industrial Management	02	07	15 million	20 million

Engineering & Technical

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Engineering & Technical						
Process/ Industrial Engineer	<ul style="list-style-type: none">- Identify potential opportunities for process improvement & bringing them to attention of area process engineers & supervisors for undertaking with implication of cost saving.- Review production processes regularly for updates and maintenance, as well as production log, machine log book & other report for each workplace to ensure machine noted & checked for changes.- Check & ensure that the operators follow procedures for each workstation.- Control process as ISO requirements & rtaking actions for ISO internal audit.- Develop and improving tools to reduce cycle time, increase productivity & quality.- Train new operators for procedures updated, & supporting special projects as required.	Bachelor's Degree of Mechanical Engineering or equivalent	03	05	13 million	31 million
Electrical Engineer	<ul style="list-style-type: none">- Evaluate electrical systems, products, components, and applications by designing & conducting research programs; applying knowledge of electricity and materials.- Confirm system's & components' capabilities by designing testing methods; testing properties.- Develop electrical products by studying customer requirements; researching & testing manufacturing and assembly methods & materials.- Develop manufacturing processes by designing & modifying equipment for building & assembling electrical components; soliciting observations from operators.- Assure product quality by designing electrical testing methods; testing finished products & system capabilities.- Prepare product reports.- Provide engineering information.- Maintain product & company reputation.- Keeps equipment operational.- Maintains product data base by writing computer programs; entering data.- Completes projects by training & guiding technicians.	Bachelor's Degree in Electrical	02	07	10 million	21 million

Engineering & Technical

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Engineering & Technical						
Design Engineer	<ul style="list-style-type: none">- Research, design and create new products.- Determine the target audience of the product & the different ways in which it may be used.- Develop virtual models of different designs using computer software.- Find out the manufacturing requirements by examining materials and production costs.- Present designs & perform demonstrations of product prototypes for the approval of clients.- Evaluate the function, safety & appearance of products to ensure they have a practical design.	Bachelor's Degree in Engineering	02	08	10 million	30 million
Mechanical Engineer	<ul style="list-style-type: none">- Analyze problems to see how mechanical & thermal devices might help solve the problem.- Design or redesign mechanical & thermal devices using analysis & computer-aided design.- Develop & test prototypes of devices they design.- Analyze the test results & change the design as needed.- Oversee the manufacturing process for the device.	Bachelor's degree in Mechanical Engineering or Mechanical Engineering Technology	02	07	10 million	21 million
Material Engineer	<ul style="list-style-type: none">- Research & control properties of material including micro structure, hardness for incoming materials and In-process materials.- Problem solving for material issue, carrying experiments to find out root cause & corrective actions In accordance with production/ Engineering team.- Analyzing data & build reports for materials.- Helping to design products & process with new materials.- Build database for materials inspection data, heat treatment process & experiments.- Support to develop and to improve production processes to improve productivity.- Leadership skills, plans making & implementation skills.	Bachelor's Degree in Material Engineering or equivalent	03	05	10 million	18 million

Logistics & Supply Chain

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Logistics & Supply Chain						
Warehouse Manager	<ul style="list-style-type: none">- Manage warehouse & inventory of spare parts & supplies. Optimize the inventory but ensure production reliability.- Improve storage condition & warehouse layout. Improve warehousing process & effectiveness in the workplace.- Develop warehouse staff & team work.	Bachelor's Degree	07	10	20 million	40 million
Logistics Manager	<ul style="list-style-type: none">- Responsible for delivery target of service level defined by company (quality, lead time, OTIF), control & compliances of logistics activities.- Responsible for meeting logistics budget, setting & commitment to deliver Logistics projects.- Manage Logistics team to be high performance team & high compliances.	Bachelor's Degree	07	10	32 million	42 million
Logistics Supervisor	<ul style="list-style-type: none">- Strategically planning & managing logistics, warehouse, transportation & customer services.- Directing, optimizing & coordinating full order cycle.- Liaising & negotiating with suppliers, manufacturers, retailers & consumers.	BS in Business Administration, Logistics or Supply Chain	05	07	20 million	31 million
Logistics Officer	<ul style="list-style-type: none">- Identifies & evaluates suppliers, arranges for transportation of purchased goods.- Identifies & develops strategies for addressing logistical barriers.- Monitors use of materials & resources, & ensures quality record keeping.	Bachelor's degree in Procurement, Business Management or Logistics	03	05	13 million	15 million
Export Officer	<ul style="list-style-type: none">- Coordinate with Oversea, Carrier, Shipping agents and Freight forwarder.- Follow up import and export shipment.- Coordinate with warehouse for loading export cargo and unloading import cargo.- Perform miscellaneous job-related duties as assigned.- Follow company policies & regulations, & all implemented.	Bachelor's Degree	03	05	13 million	15 million

Logistics & Supply Chain

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Logistics & Supply Chain						
Custom Officer	<ul style="list-style-type: none">- Identifying people to question on the basis of prior offences/likely risk etc- Search baggage & individuals for smuggled items.- Arrest people suspected of smuggling.- Check documents relating to imported goods.- Undertake physical examinations of freight detecting & prosecuting drug smugglers.- Collect & supply trade statistics.- Write reports.- Fight the increasing problem of alcohol & tobacco smuggling.	Bachelor's Degree	03	05	13 million	15 million
Supply Chain Manager	<ul style="list-style-type: none">- Work with procurement managers & buyers to select products that are in demand & will sell negotiating and managing contracts with suppliers.- Plan the best way to get goods from suppliers to distribution centres & retailers.- Track shipments & stock levels using computer software.- Work with retailers to make sure they receive their goods on time & in the right condition.- Create & execute ways to improve supply chain networks.- Monitor overall performance to make sure targets are met.- Prepare forecasts & inventories according to the forecasts.- Recruit, train & manage a team of supply chain staff.	Bachelor's Degree	10	15	42 million	70 million

Sales Engineer

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Sales Engineer						
Technical Sales Engineer	<ul style="list-style-type: none">- Contact potential customers to arrange appointments.- Contact & manage relationship with existing customers.- Identify needs & qualifying opportunities with customers to obtain a quote for company products.- Negotiate contracts with clients & report to manager to finalize this deal.- Strive to delight customer & work towards achieving the highest degree of customer satisfaction.- Order & ensure the delivery of goods to customers.	Bachelor of Engineering	03	07	18 million	32 million
After-sales/ Service Engineer	<ul style="list-style-type: none">- Give technical advice of home refrigeration & air conditioning products to customers & Authorized Service Centers nationwide.- Study & train Authorized Service Centers for new technology of products to achieve top service quality.- Analyze defects on the markets, giving feedback and co-operating with manufacturers to improve product quality.- Monitor feedback from customers & Authorized Service Centers, & proposing improvements to increase customer satisfaction.- Timeously report to management on defects or issues relating to product quality.- Work closely with sales teams for technical support. Troubleshooting over the phone or at customer's site.	Bachelor of Engineering	02	03	16 million	18 million

Purchasing/Precurement/Expenditure/Buyer/...

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Logistics & Supply Chain						
Procurement/ Purchasing/ Sourcing Manager	<ul style="list-style-type: none">- Plan, direct, & monitor all purchasing activities that the goods, materials, supplies & services required.- Achieve and meet the standards of price, quality, timing, & reliability of supply.- Develop new suppliers.	Bachelor's Degree	07	12	44 million	54 million
Purchasing/ Buyer/ Procurement Engineer	<ul style="list-style-type: none">- Identification of all requirements in requisition for purchase issued by Design Department.- Maintain the BOQ with updates from suppliers until after awarding the contract.- Receive the price quotations & repare schedule of comparison.- Reiterate with designers & suppliers for finalization of quantity and quality. Establish delivery terms, time & stages of inspection for the supply with Project- Management Team. Ensure that all potential suppliers are provided with identical information upon which the quotations are given equal opportunity to meet the desired requirements.- Negotiate the best payment terms & contract conditions, maintaining high level of integrity.	Bachelor's Degree	03	05	20 million	30 million
Purchasing Director (MNC)	<ul style="list-style-type: none">- Develop, lead & execute purchasing strategies.- Track & report key functional metrics to reduce expenses & improve effectiveness.- Craft negotiation strategies & close deals with optimal terms.- Partner with stakeholders to ensure clear requirements documentation.- Forecast price & market trends to identify changes of balance in buyer-supplier power.- Perform cost & scenario analysis, & benchmarking.- Assess, manage & mitigate risks.- Seek & partner with reliable vendors & suppliers.- Determine quantity & timing of deliveries.- Monitor & forecast upcoming levels of demand.	BS degree in Supply Chain Management, Logistics or Business Administration	12	20	80 million	120 million



Medical & Life Sciences



Medical & Life Sciences

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Medical & Sciences - Technical						
Regulatory Affair Manager	<ul style="list-style-type: none">- Manage appropriate regulatory submissions & premarket registration, & interact with health authorities to obtain & maintain product approvals in the country & international.- 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.- Create, review and approve labeling/ promotional/advertising materials, & other documents to ensure compliance to the appropriate regulations.	BA/BS degree is required (Education/ experience in Health Care, Clinical, Engineering, Physical, Biological, & Regulatory Sciences is preferred)	07	12	40 million	80 million
Service Manager/ Application Manager	<ul style="list-style-type: none">- Develop & implement customer service policies & procedures.- Define & communicate customer service standards review & assess customer service contracts.- Oversee the achievement & maintenance of agreed customer service levels & standards.- Direct the daily operations of the customer service team.- Plan, prioritize & delegate work tasks to ensure proper functioning of the department.- Ensure the necessary resources & tools are available for quality customer service delivery.- Review customer complaints.- Track customer complaint resolution.- Handle complex & escalated customer service issues.- Monitor accuracy of reporting & data base information.- Analyze relevant data to determine customer service outputs.- Identify & implement strategies to improve quality of service, productivity & profitability.- Liaise with company management to support & implement growth strategies.	Bachelor of Science	07	12	25 million	40 million

Medical & Life Sciences

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Medical & Sciences - Technical						
Service/ Application Engineer	<ul style="list-style-type: none">- Basic troubleshooting, installation, maintenance & service repair needs on designated equipment.- Order & manage repair parts cycle times.- Administrative responsibilities such as maintaining customer service logs & internal service records in a timely manner.	Bachelor Degree in Electronic Engineer	02	05	10 million	20 million
Medical Director	<ul style="list-style-type: none">- Holds the senior medical administrative position in a medical group practice.- Responsible for a number of activities related to the delivery of medical care & clinical services such as cost management, utilization review, quality assurance, & medical protocol development- Oversees the activities of group physicians, including the recruiting & credentialing processes- Reports to the physician CEO/president and/or to the governing body of the organization.	Bachelor's Degree	08	12	60 million	100 million
Medical Product Specialist	<ul style="list-style-type: none">- Monitor all aspects of a product lifecycle, including long- and short-term development & marketing.- Stay abreast of trends in the marketplace to ensure the product's competitive position.- Interfaces with project managers & clients to determine the product's future direction.	Bachelor's Degree	04	08	20 million	40 million
Medical/ Nutrition Advisor	<ul style="list-style-type: none">- Assessing client health.- Formulate realistic & worthwhile goals for your clients.- Craft the right diet & exercise plans for individual clients.- Support & motivate clients with regular meetings.- Keep track of client progress.	Bachelor's Degree	04	08	30 million	60 million

Medical & Life Sciences

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Medical & Sciences - Sales						
Business Development Manager	<ul style="list-style-type: none">- Define, develop & implement short & long term marketing plans, ensure implementation of Product priorities & closely manage the Business Unit product portfolio.- Contribute in setting overall organizational policies & procedures, & ensure implementation within the correspondence Business Unit. Coach and manage performance appraisal of Sales department, ensure proper targeting & selection process for concerned customers.- Set the BU product's promotion strategies. Direct /monitor the organization of all pre-launch /launch activities for new products within the unit.	<ul style="list-style-type: none">- Bachelor degree in Pharmacy & Medicine, Doctor- Bachelor in Business Administration (Master degree is preferred)	10	16	60 million	100 million
Product Manager	<ul style="list-style-type: none">- Provide the sales team with the necessary technical expertise to enable them to sell the product.- Review product data to ensure that the field force is kept up to date on new developments regarding the companies or competitors products.- Design market research projects to assess customer attitudes to the current product range & new product introductions.	Bachelor Degree in Pharmacy, Medicine, Business Administration/ Marketing	04	08	30 million	60 million
Key Account Manager	<ul style="list-style-type: none">- Meet assigned sales through meeting & exceeding overall revenue derived from instrument placements, reagent orders & service revenue.- Initiate & maintain contacts with key opinion leaders & proactively maintain existing business base through account management & promotion of products.- Arrange & execute contract review meetings to include presenting complex financial data, ensure the sales process is on track at all times.	Bachelor Degree in Pharmacy, Medicine, Business Administration/ Marketing	05	10	30 million	60 million

Medical & Life Sciences

Position	Job Description	Qualification	Years of Experience		Gross Monthly Salary (VND)	
			Min	Max	Min	Max
Medical & Sciences - Sales						
Medical Representative	<ul style="list-style-type: none">- Organise appointments & meetings with community & hospital-based healthcare staffs.- Identify & establish new business.- Negotiate contracts.- Demonstrate or present products to healthcare staffs including doctors, nurses & pharmacists.- Undertake relevant research.- Meet both the business & scientific needs of healthcare professionals.- Maintain detailed records.- Attend & organise trade exhibitions, conferences & meetings.- Manage budgets.- Review sales performance.- Write reports & other documents.	Bachelor of Pharmaceuticals	02	05	10 million	20 million