



# 2016

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## Who we are...

The Adecco Group is the world's leading provider of HR solutions. With nearly **32,000** FTEs and over **5,100** branches in over **60** countries and territories around the world, we offer a wide variety of services, connecting about **700,000** associates with our clients every day.

Established in 2011, Adecco Vietnam currently connects almost **2,000** associates each day through the Adecco network of nearly **50** employees.

## What we offer...

Adecco Vietnam offers a range of services including recruitment services, employment and outsourcing services, HR consultation services, training solutions, and outplacement services - a wide array of global workforce solutions and specializes in **Finance and Legal, Sales, Marketing and Events, Engineering and Technical, Information Technology, Medical & Life Sciences**. Our consultants are in possession of expertise, knowledge of industry and employment trends.

## Disclaimer

The Adecco Vietnam Salary Guide 2016 is representative of a value added services 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.



## Welcome to the Adecco Vietnam Salary Guide 2016

Talent shortage became one of the most talked about topics in 2015, where high-level skills were scarce and many firms tried to engage and retain their existing talent base. Compensation plays a key role in employee retention, especially when the ASEAN Economic Community is formed, where talent mobility is both an opportunity and threat to organizations. How companies can find the right talent and keep them engaged without getting caught up in a pay-inflation spiral is the pressing question leaders need to consider in 2016.

With the Adecco Vietnam Salary Guide 2016 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. This salary guide is based on our permanent positions and requirements from both candidates and clients in 2015.

In this guide, you will find different key positions across various industries such as **Finance & Banking; Legal & Compliance; Office & Administration, Sales, Marketing & Events; Information Technology; Engineering & Technical and Medical & Life Sciences**. The information includes job description, salary ranges as well as years of experience.

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 at:

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

**Tidarat Kanchanawat**

General Director

## About the salaries 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 positions may be further influenced by company size, benefits offered, and 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 your Adecco representative or

✉: [việtnam@adecco.com.vn](mailto:việtnam@adecco.com.vn)







Office

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Human Resources						
HR Director/ VP (C-Level)	<ul style="list-style-type: none"><li>● Contribute to business strategy by working with other Business Leaders to develop enterprise business strategies that may be applicable in light of global trends and the company’s existing talent base.</li><li>● Ensure there are systems and policies in place to induce best practices in talent acquisition to help meet the performance and growth objectives in alignment with the company’s business strategy, goals and objectives.</li><li>● Develop and ensure implementation of an HR technology strategy to support the business needs. Responsible for Business Continuity planning. Develop and ensure implementation of business-focused HR metrics and responsible for design, development, and implementation of new HR services.</li></ul>	MBA Degree and equivalent in Human Resource, Legal, Business Administration	12	20	110,000,000	160,000,000
HR Manager/ Business Partner	<ul style="list-style-type: none"><li>● Recommend and implement HR best practices, policies and processes for Southeast Asia Pacific and South Asia Region and ensure compliance with local laws and regulations.</li><li>● Provide ongoing advice on organization design/structure to department managers and responsible for all staffing needs of the region. Guide managers to make appropriate assessment of employee performance and potential and to develop and implement action plans.</li><li>● Manage employee relations (including onboarding, health &amp; wellness programs) and assist in performance management. Provide effective business specific advice on compensation, benefits and reward related issues to attract and retain key talent.</li></ul>	University graduate in Economic, major in Accounting-Finance, Business Administration, Human Resource Management	7	12	60,000,000	110,000,000
HR - C&B Manager	<ul style="list-style-type: none"><li>● These programs may include: job evaluation and classification, salary administration, short-term, long-term and sales incentive plans, employee benefits (such as health, insurance, motor vehicles, perquisites).</li><li>● Assist HR manager in developing and implementing local compensation strategies that are appropriate for their business needs, but consistent with the company’s overall reward strategy.</li><li>● Analyze external market data as well as internal data about the company’s current employee population and future human resource needs for HR manager to develop salary budgets and forecasts that are consistent with the company’s reward strategy.</li><li>● Manage ongoing relationships with, external consultants and suppliers (for example, insurance carriers, benefit providers) to ensure the organization receives satisfactory standards of service.</li></ul>	Degree and above in Human Resource, Legal	7	10	40,000,000	90,000,000
Talent Development / Learning Development Manager	<ul style="list-style-type: none"><li>● Plan, develop and implement strategy for staff training and development, establish and maintain appropriate systems for measuring necessary aspects of staff training and development.</li><li>● Monitor, measure and report on staff training and development plans and achievements within agreed formats and timescales.</li><li>● Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements.</li></ul>	Degree and above in Human Resource, Legal	5	10	40,000,000	67,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Human Resources						
Talent Acquisition / Recruitment Manager	<ul style="list-style-type: none"><li>● Define and implement overall recruitment strategy, implement initiatives to acquire top talents for the company;</li><li>● Coordinate recruitment activities, from the creation of job description, job posting, coordination of test/interview procedure, candidate sourcing,... to effective employment, involving both external and internal candidates; directly take charge of high-level, specific jobs as needed;</li><li>● Pro-actively analyze requirements and resource needs, advise or implement proper strategy and plan, give timely guidance to the team, find best solutions to address hiring challenges effectively and to reach the targets;</li></ul>	Degree and above in Human Resource Legal	4	7	30,000,000	70,000,000
HR Assistant Manager	<ul style="list-style-type: none"><li>● Responsible for handling the HR operations. Responsible for developing, coordinating and executing HR strategy in alignment with the business/central HR team. Build and manage the Performance Management framework including KPI's.</li><li>● Execution, maintenance &amp; improvement of the performance management system.</li><li>● Responsible for various HR reports to stakeholders in the process.</li></ul>	Degree and above in Human Resource Legal	3	10	15,000,000	44,500,000
HR Supervisor	<ul style="list-style-type: none"><li>● Supervise the working unit and personnel, which includes: interviewing prospective employees, providing and/or recommending training, coordinating, scheduling and assigning work product, establishing performance measures, goals, objectives and priorities, evaluating work performance, conduct relevant training.</li><li>● Interpret and enforces human resources-related Department policies/procedures. Assists in the development, implementation and tracking of section goals/policies/procedures and Department programs.</li><li>● Develop recruitment and retain policies and procedures of individual functions within the course of company core function and requirements, company general rules and regulations as well as country laws, and execute those related plans and programs from</li></ul>	Degree and above in Human Resource Legal	4	6	25,000,000	40,000,000
HR Officer/ Specialist/Executive	<ul style="list-style-type: none"><li>● Make and execute the recruitment program under guidance and supervision of HR Manager or HR Supervisor. Work with Social Insurance Office and Tax office about the PIT Documents, and other employment administrative task like payroll, PIT deduction, compensations, employment contract,...</li><li>● Prepare training documents related to HR and Admin fields and staff training. Execute other Admin – HR tasks as requirement from Supervisor/HR Manager.</li><li>● Support BOD in decision and planning on HR planning and policy for the company, support other line Managers in policy building, staff admin management and corporate culture of the company.</li></ul>	Degree and above in Human Resource Legal	2	5	11,000,000	20,000,000

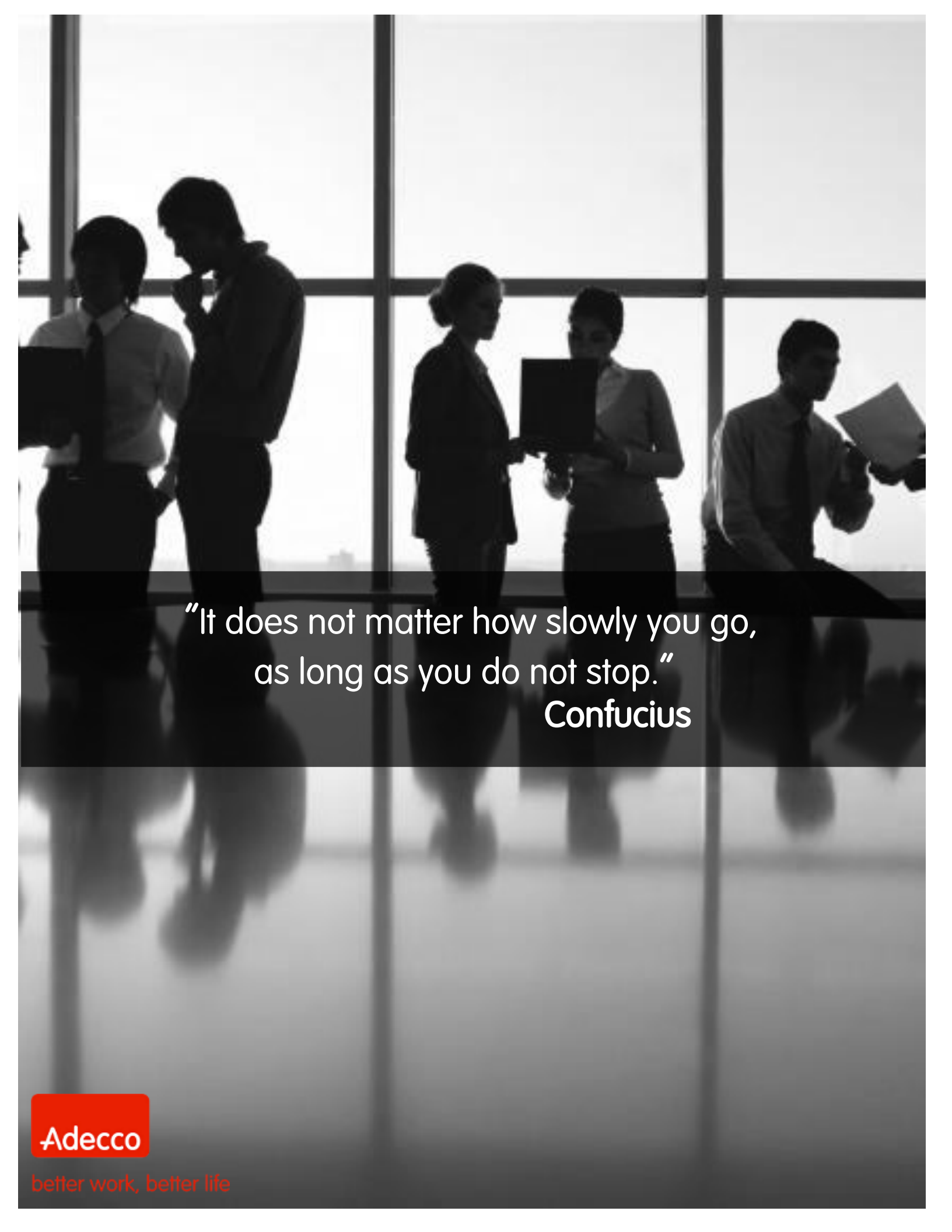


Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Legal						
Legal Director	<ul style="list-style-type: none"><li>• Ensure the effective and thorough execution of legal recruitment needs of the company in accordance with rules and regulation (both of the company and the national laws). Organize team tasks and define priorities to serve at best internal clients and meet company’s objectives.</li><li>• Provide valuable advices and propose solutions to secure future and even existing investments from a legal perspective. Timely and accurately counsel to the BOD and Management levels on legal matters, both as arise and or as potential risk.</li><li>• Advise BOD &amp; BOM in relation to any changes to corporate structure, both in existing terms and future plans. Provide advice and support to all other internal departments though contract drafting, litigation</li></ul>	Degree and above in Legal, Law, with license preferred	15	20	110,000,000	160,000,000
Legal Manager	<ul style="list-style-type: none"><li>• Responsible for handling general legal and regulatory issues arising from operation of the company. Assist in identifying, interpreting, prioritizing, analyzing and managing legal and regulatory issues. Manage legal team and provide coaching on the job training to subordinates to ensure the spirit of team work and motivation.</li><li>• Provide legal advices to strategy and development director in business projects. Prepare/ finalize legal documents, including but not limited to commercial contracts, procurement contracts, service contracts, leasing agreements, power of attorney, ... Provide legal opinions and advise other departments within the whole company on legal matters arising from operation.</li><li>• Monitor and administer legal / regulatory issues of the joint venture company. Represent the company in litigations (if any).</li></ul>	Degree in Legal and Law and above; with license preferred	10	15	75,000,000	120,000,000
Legal Officer	<ul style="list-style-type: none"><li>• Assist Legal Manager in effective and efficient management of the Legal department, provision of legal advisory services, ensuring effective management of legal and contractual risks, and handling legal procedures in line with constantly changing laws and business requirement of the company.</li><li>• Support the Business Functions of the Group in designing, preparing, reviewing, providing comments and consultancy of agreements, contracts, bonds, to ensure all these document are in line with the prevailing laws of Vietnam and the Company regulations.</li><li>• Assist Legal Manager and Director in representation (if any) for any legal proceedings before the courts, government agencies, or other authorities. Implementation of group-guidelines, local law and directives including training and information activities.</li></ul>	Degree in Legal and Law and above	3	7	25,000,000	60,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Office Support						
Administrative Manager/Office Manager	<ul style="list-style-type: none"><li>Organize and supervise all of the administrative activities that facilitate the smooth running of office operations.</li><li>Comply fully with company policies and standards: prepare budget and follow up on monthly basic, legal paperwork and business traveling for staff in collaboration with Office Admin.</li><li>Oversee the recruitment of new staff, sometimes including training and induction. Any other duties as assigned.</li></ul>	Degree in Foreign language, Human Resource	4	7	25,000,000	55,000,000
Administrative Officer	<ul style="list-style-type: none"><li>Welcome guests, visitors, internal associates and provide prompt service/ guidance to enquiries.</li><li>Organize company events and activities.</li><li>Assist Office Manager in liaison and relationship building with media, external suppliers and partners. Assist departmental managers in the delivery of approved strategies.</li></ul>	Degree in Foreign language, Human Resource, Business Administration	1	4	9,000,000	25,000,000
Admin/Office Assistant	<ul style="list-style-type: none"><li>Participate in all office administrative functions of the company from reporting, data entry, record keeping, meetings and schedules arrangements, organization of events and exhibition,...or any other task assigned by the Office manager or Executive management of the company. Coordinate preparation of reports, analyzing data, and propose solutions.</li><li>Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques. Provides information by answering queries and requests raised, internal or external.</li><li>Maintain and report supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies. Contribute to team effort by accomplishing related results as</li></ul>	Degree in Foreign language, Human Resource, Business Administration	1	4	9,000,000	29,000,000
Receptionist	<ul style="list-style-type: none"><li>Switchboard operations: promptly answer all phone calls, handle with professional care to on-hold calls and properly transfer them to the concerned, take messages accurately, timely deliver messages to the concerned, update telephone lists for internal use, ensure the switchboard runs well with minimum breakdowns.</li><li>Welcome reception: welcome guests/visitors, internal managers/ staff, provide prompt service/guidance to inquiries, coordinate to serve drinks, maintain a clean and tidy reception, meeting rooms &amp; cafeteria, receive/dispatch courier, inter-office mail /express delivery.</li><li>Other admin tasks: taxi cards control, beverage inventories and cartridge control/order /payments, stationary order, control and distribution. Other clerical and admin support as required.</li></ul>	Degree/Diploma in Foreign language, Human Resource	1	6	5,500,000	12,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Office Support						
Personal Assistant/ Executive Secretary	<ul style="list-style-type: none"><li>● Handle all secretarial / administrative works for Manager</li><li>● Monitor and maintain Manager calendar and appointments as required</li><li>● Efficiently arranging and managing logistics, expenses claims related to Manager’s travel and accommodation</li><li>●</li></ul>	Degree/Diploma in Foreign language, Human Resource	2	5	8,500,000	14,500,000





"It does not matter how slowly you go,  
as long as you do not stop."  
Confucius

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Sales, Marketing & Events



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Advertising						
Account Director	<ul style="list-style-type: none"><li>Efficiently manage client budgets and performance to optimize activity.</li><li>Manage campaign briefs with clients and ensure the work that is produced and implemented is resulting in returns for client whether for digital, paper support or for an event.</li><li>Allocate resources &amp; drive the completion of tasks.</li></ul>	Bachelor or above	6	7	46,000,000	50,000,000
Creative Director	<ul style="list-style-type: none"><li>Directs the creative product of the organization and strives for excellence in everything from concept to completion of projects on schedule.</li><li>Works closely with project managers and Directors to solve marketing problems through smart, well-designed online and offline advertising and collateral materials that help sell product, and maintain good image for the organization.</li><li>In concert with project managers and Directors, selects vendors for jobs and is involved along with the creative team in signing off on layouts, artwork, photography, in-house proofs, pre-press proofs</li></ul>	Bachelor or above	4	5	60,000,000	80,000,000
Senior Account Manager	<ul style="list-style-type: none"><li>Win and manage the marketing projects that Company provides to clients. Achieve the best outcomes for clients (as of the project’s objectives).</li><li>Maintain and develop relationships with clients (both within and beyond the scope of work). Organizing and supervising project’s members to work under project procedures &amp; regulations in order to achieve the project’s objectives.</li><li>Support board of management to develop &amp; train account team members.</li></ul>	Degree in Business Administration/ Economic/ Foreign Language	3	4	40,000,000	50,000,000
Account Manager	<ul style="list-style-type: none"><li>Provides editorial direction during all phases of media development, and prepares and produces all presentation materials required for management review and approval of attraction creative intent.</li><li>Manages media pipeline, schedules and creative reviews, as well as in-progress reports between vendors and clients. Coordinates supporting media vendors in the production of all media elements including but not limited to film, video, music composition and recording, voice over production, special effects and motion effects development and production, where applicable.</li><li>Manages all phases of media editorial and post-production to ensure on-time, on-budget delivery of the highest quality media content. Tracks on-going media changes throughout the production</li></ul>	Bachelor or above	2	3	24,000,000	34,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Advertising						
Media Production Manager	<ul style="list-style-type: none"><li>Manages media pipeline, schedules and creative reviews, as well as in-progress reports between vendors and 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 and motion effects development and production, where applicable.</li><li>Manages all phases of media editorial and post-production to ensure on-time, on-budget delivery of the highest quality media content. Tracks on-going media changes throughout the production process.</li><li>Responsible for all media archiving and logging of company media</li></ul>	Bachelor or above	4	5	30,000,000	40,000,000
Marketing						
Brand Manager	<ul style="list-style-type: none"><li>Monitor and analyze sales volume, market share trends and competitive activities</li><li>Develop or adapt relevant brand message to deploy in Vietnam market</li><li>Manage and analyze external research projects such as MT tracking, Retail audit, Annual Brand tracking and ATL post evaluation</li></ul>	MBA	7	8	35,000,000	45,000,000
Marketing Manager	<ul style="list-style-type: none"><li>Develop or adapt relevant brand message to deploy in Vietnam market</li><li>Implements brand communication activities (both ATL + BTL) including TV/Digital/OOH/PR and Print/Activation</li><li>Coordinate with product team on new product project or product proposition analysis</li></ul>	Bachelor or above	5	6	70,000,000	100,000,000
Head of Marketing/ Marketing Director	<ul style="list-style-type: none"><li>Support and facilitate development and implementation of section business/marketing plans.</li><li>Direct firm’s overall marketing and strategic planning programs, and corporate communications. Facilitate client development through marketing and client services programs.</li><li>Develop marketing talent an capability for the country marketing team.</li></ul>	MBA	9	10	90,000,000	120,000,000
Digital Marketing Manager	<ul style="list-style-type: none"><li>Ensure all campaigns are delivered on time and on budget.</li><li>Work with creative agency to direct and execute creative as needed.</li><li>Research and maintain relationships with related digital vendors to ensure our website and social media channels maintain optimal performance.</li></ul>	Bachelor or above	3	5	36,000,000	45,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Marketing						
Consumer Insight / Market Research Manager	<ul style="list-style-type: none"><li>Plays a leadership role in setting marketing objectives, strategies and business principles by providing guidance to business team in identifying and articulating key business issues and knowledge gaps, and in finding opportunities for the assigned brands.</li><li>Provides complete marketing research project support to assigned brands through identification of appropriate research objectives and directing resources in executing projects against same. Leads more strategic, complex research.</li><li>Ensures 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.</li></ul>	Bachelor or above	3	5	32,000,000	45,000,000
Senior Marketing Executive	<ul style="list-style-type: none"><li>Develop and implement creative marketing strategies that will make an impact, support the brand and drive sales and online traffic. Manage the marketing budget on a day to day basis.</li><li>Produce innovative and cost-effective promotions both in print and online. Develop and maximize third party relationships to deliver on brand objectives and strategies.</li><li>Deliver an events program, to ensure that brand presence is maximized and strategic objectives are met.</li></ul>	Bachelor or above	3	4	14,000,000	18,000,000
Public Relation						
Corporate Communication Manager	<ul style="list-style-type: none"><li>Develop marketing campaigns to promote a product, service or idea.</li><li>Be able to planning, advertising, public relations, event organization, product development, distribution, sponsorship and research.</li><li>Implement creative marketing strategies that will make an impact, support the brand .</li></ul>	Bachelor or above	2	3	8,000,000	15,000,000
Marketing Assistant	<ul style="list-style-type: none"><li>Assemble consumer rating reports by compiling, consolidating, formatting, and summarizing information, graphs, and presentations. Update competitor database by inputting data from field sales. Compile, consolidate, format, and summarize information, graphs and presentations, distribute reports.</li><li>Publish pricing schedules by verifying freight rates, charges, and allowances. Support sales presentations by assembling quotations, proposals, videos, slide shows, demonstration and product capability booklets, compiling account and competitor analyses.</li><li>Prepare mailers and brochures by formatting content and graphics, arranging printing and internet packages. Maintain marketing library by checking and replenishing inventory.</li></ul>	Bachelor or above	0	1	7,000,000	10,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Public Relations						
Corporate Communication Manager	<ul style="list-style-type: none"><li>Meet client and conceptualize/plan the whole campaign. Presentation of proposal and close the deal.</li><li>Build good ties with the current and prospective clients. Network with the media and publishers.</li><li>Prepare proposal and negotiate deals with media and Event Management.</li></ul>	Bachelor or above. MBA: preferred	7	8	40,000,000	50,000,000
PR Manager	<ul style="list-style-type: none"><li>Develop and implement the media/PR campaigns for clients such as create proposal, participate in presenting proposal to clients, creative briefing, brainstorming.</li><li>Work with Journalists to control news on newspapers, magazines, report to Clients/Management directly.</li><li>Keep in touch with Journalists, take care of them well is prior task.</li></ul>	Bachelor or above	4	5	40,000,000	50,000,000
Retail						
Operation Manager	<ul style="list-style-type: none"><li>Responsible for freight and logistics activities within the store.</li><li>Partner with the Store Manager and Assistant Store Manager to provide guidance to Logistics associates by facilitating some training; providing positive and constructive feedback, and the appropriate level of coaching required from a Lead. In partnership with the management team, S/he will also maintain loss prevention compliance, store visual and merchandising standards.</li><li>Play a Leader on Duty role and proactively engage with customers to exceed their needs and work to generate revenue by driving a sales culture.</li></ul>	Bachelor or above	7	10	60,000,000	90,000,000
Branch Manager	<ul style="list-style-type: none"><li>Manages branch personnel including training, mentoring and development; monitoring, evaluating and coaching performance; and staffing, scheduling, prioritizing, and delegating work assignments.</li><li>Professionally and actively represents the Bank in the Community by strategically participating on boards and committees, partnering with charitable organizations, coordinating and teaching financial literacy and attending local professional networking groups</li><li>Creates, drives, monitors and reports progress on branch objectives, standards and goals; develops and implements process and performance improvement solutions when gaps are identified.</li></ul>	Bachelor or above	7	10	50,000,000	60,000,000
Shop/Store Manager	<ul style="list-style-type: none"><li>Complete store operational requirements by scheduling and assigning employees, following up on work results. Maintain store staff by recruiting, selecting, orienting, and training employees.</li><li>Maintain store staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results. Achieve financial objectives by preparing an annual budget, scheduling expenditures; analyzing variances, initiating corrective actions.</li><li>Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.</li></ul>	College or above	5	7	20,000,000	30,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Retails						
Site Development Manager	<ul style="list-style-type: none"><li>● Project management and development of new builds and brand conversions to completion.</li><li>● Project management of capital programs affecting the existing stores and the on-going maintenance program.</li><li>● Procurement management of all equipment and store décor packages.</li></ul>	Bachelor or above	7	10	60,000,000	80,000,000
Merchandising Manager	<ul style="list-style-type: none"><li>● Monitor and manage the availability of stock:</li><li>● Manage stock flow through the Distribution Centre</li><li>● Assist in the preparation of budgets, sales and profit targets</li><li>● Monitor performance against plan, taking appropriate action to maximize sales and profit.</li></ul>	College or above	6	8	35,000,000	50,000,000
FMCG - Food & Beverage / Tobacco						
Head of Sales/Sales Director	<ul style="list-style-type: none"><li>● Determine annual unit and gross-profit plans by implementing marketing strategies, analyzing trends and results. Establish sales objectives by forecasting and developing annual sales quotas for regions and territories. Project expected sales volume and profit for existing and new products.</li><li>● Implement national sales programs by developing field sales action plans. Maintain sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.</li><li>● Establish and adjust selling prices by monitoring costs, competition,</li></ul>	Bachelor or above: MBA preferred	9	10	80,000,000	120,000,000
Regional Sales Manager	<ul style="list-style-type: none"><li>● Accomplish regional sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees in assigned districts.</li><li>● Achieve regional sales operational objectives by contributing regional sales information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards, resolving problems, completing audits, identifying trend, determining regional sales system improvements, implementing change.</li><li>● Meet regional sales financial objectives by forecasting requirements, preparing an annual budget, scheduling</li></ul>	Bachelor or above	5	6	45,000,000	60,000,000
Area Sales Manager	<ul style="list-style-type: none"><li>● Achieve Sales Targets as planned and committed in the Business Plan. Develop Institutional Sales. Complete appointment of distributors wherever committed and required.</li><li>● Ensure proper supervision and control over SR's, SO's, Distributors &amp; Traders.</li><li>● Maintain &amp; monitor the performance of all distributors &amp;Traders and Field Force of assigned area.</li></ul>	Bachelor or above	3	4	25,000,000	35,000,000


Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Sales Supervisor/ Executive	<ul style="list-style-type: none"><li>● To deliver top line performance comprising of sales value, volume, collection &amp; channel execution and sales activities in assigned sales area.</li><li>● Deliver sales targets</li><li>● Implement sales activities &amp; follow up planning as determined by the ASM.</li></ul>	Bachelor or above	2	3	8,000,000	15,000,000
Sales Operation/ Analyst	<ul style="list-style-type: none"><li>● Manage the day-to-day operations of the sales team.</li><li>● Supervise the staff working attitude and task-list outcome</li><li>● Train staffs of new location to implement the system.</li></ul>	Bachelor or above	3	5	25,000,000	35,000,000
Trade Marketing Manager	<ul style="list-style-type: none"><li>● Develop yearly plan &amp; control total budget. Prepare sales tool as well as set up KPI to evaluate sale performance as daily basic with P&amp;L rationale.</li><li>● Develop, process execution &amp; evaluate Trade promotion programs. Develop, set up criteria to track &amp; maintain Picture of Success for company products at outlets in both ON and OFF channels through Point-of-sale merchandising.</li><li>● Organize event and manage Promotion Girl team for Trade activation. Manage in-out inventory and deliver product as well as sales support items.</li></ul>	Bachelor or above	5	7	35,000,000	60,000,000
HORECA/Channel Manager	<ul style="list-style-type: none"><li>● Be responsible for developing and maintaining Key accounts at on-premises channel. Creating “new customers” by identifying key decision makers, demonstrating a strategic selling approach.</li><li>● Maintain a high level of activity to meet daily sales metrics and develop a healthy sales funnel.</li><li>● Manage external partner relationships with Key customers at On-Premise. Plan, execute and measure advertising campaigns for customers. Manage Marketing Fund, Sales volume, POSMs,.. Meet</li></ul>	Bachelor or above	4	5	35,000,000	40,000,000
Modern Trade Manager	<ul style="list-style-type: none"><li>● Identify the special/seasonal occasions to capture incidence of products, suggest marketing calendar by key accounts, provide the tailor made consumer promotional programs that drive sales volume, profit and share in key accounts effectively and efficiently.</li><li>● Deal with key customers for setting objectives and monthly tracking performance by key accounts, work with key customers for setting, maintaining and developing good business relations.</li><li>● Co-operate with channel marketing to define merchandising standard by channel of each key account, ensure that key account customers will be co-operated with the merchandising execution of sales persons or merchandisers (by brand, channel, price and package).</li></ul>	Bachelor or above	4	5	45,000,000	60,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Key Account Manager	<ul style="list-style-type: none"><li>● Formula winning strategy for Key Accounts and minimize channel conflict with General Retail.</li><li>● Develop Trading Term for Key Accounts to achieve growth and sustainability.</li><li>● Manage Key Accounts relationship at the top to top level (Purchasing Director &amp; CEO) to ensure preferred vendor status. Coordinate the joint business planning process on a quarter basis with Key Account. Manage fulfillment distributor to serve the Key Accounts.</li></ul>	Bachelor or above	3	5	30,000,000	40,000,000
Sales Assistant	<ul style="list-style-type: none"><li>● Update managers by consolidating, analyzing, and forwarding daily action summaries. Resolve order and inventory problems by investigating data and history, identifying alternate means for filling orders; notifying managers and customers.</li><li>● Resolve promotional allowance, rebate, and pricing discrepancies by researching promotion details and regular and special prices, forwarding resolution to managers.</li><li>● Provide product, promotion, and pricing information by clarifying customer request, selecting appropriate information, forwarding information, answering questions.</li></ul>	College or above	0	1	8,000,000	15,000,000
Sales Coordinator	<ul style="list-style-type: none"><li>● Respond quickly and efficiently to all in-coming sales enquiries. Responding to and co-coordinating all internal meeting requests.</li><li>● Follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities.</li><li>● Contract bookings and raising invoices. Promotion of our facilities to new and existing clients through a pro-active approach. Assist in implementing the sales strategy as set by the Sales manager, and in association with the contracted banqueting caterers, including strategies for encouraging repeat business and up-selling.</li></ul>	College or above	0	1	8,000,000	15,000,000
Trade Marketing Manager	<ul style="list-style-type: none"><li>● Develop yearly plan &amp; control total budget. Prepare sales tool as well as set up KPI to evaluate sale performance as daily basic with P&amp;L rationale.</li><li>● Develop, process execution &amp; evaluate Trade promotion programs. Develop, set up criteria to track &amp; maintain Picture of Success for company products at outlets in both ON and OFF channels through Point-of-sale merchandising.</li><li>● Organize event and manage Promotion Girl team for Trade activation. Manage in-out inventory and deliver product as well as sales support items.</li></ul>	Bachelor or above	5	7	30,000,000	60,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Senior/Trade Marketing Executive	<ul style="list-style-type: none"><li>Reinforce &amp; smoothen the implementation of trade related activities. Identify opportunities for trade distribution expansion and proceed demand creation revenues.</li><li>Update &amp; give feedback of market and competitor information and propose responsive actions in a proactive manner. Assist to develop and upgrade brand image &amp; create brand experience environment at modern trade channel (MT) and General Trade channel (GT).</li><li>Assist to develop key account development strategic, execute plans for the achievement of category targets and objectives.</li></ul>	Bachelor or above	1	3	15,000,000	30,000,000
HORECA/Channel Manager	<ul style="list-style-type: none"><li>Be responsible for developing and maintaining Key accounts at on-premises channel. Creating “new customers” by identifying key decision makers, demonstrating a strategic selling approach. Maintain a high level of activity to meet daily sales metrics and develop a healthy sales funnel.</li><li>Manage external partner relationships with Key customers at On-Premise. Plan, execute and measure advertising campaigns for customers. Manage Marketing Fund, Sales volume, POSMs,... Meet or exceed monthly and quarterly revenue and profitability targets.</li><li>Work closely with Field Sale and Trade Marketing to increase the quality and quantity of Sales service and Volume.</li></ul>	Bachelor or above	4	5	40,000,000	60,000,000
Modern Trade Manager	<ul style="list-style-type: none"><li>Identify the special/seasonal occasions to capture incidence of products, suggest marketing calendar by key accounts, provide the tailor made consumer promotional programs that drive sales volume, profit and share in key accounts effectively and efficiently.</li><li>Deal with key customers for setting objectives and monthly tracking performance by key accounts, work with key customers for setting, maintaining and developing good business relations.</li><li>Co-operate with channel marketing to define merchandising standard by channel of each key account, ensure that key account customers will be co-operated with the merchandising execution of sales persons or merchandisers (by brand, channel, price and package).</li></ul>	Bachelor or above	4	5	40,000,000	60,000,000
Key Account Manager	<ul style="list-style-type: none"><li>Formula winning strategy for Key Accounts and minimize channel conflict with General Retail.</li><li>Develop Trading Term for Key Accounts to achieve growth and sustainability.</li><li>Manage Key Accounts relationship at the top to top level (Purchasing Director &amp; CEO) to ensure preferred vendor status. Coordinate the joint business planning process on a quarter basis with Key Account. Manage fulfillment distributor to serve the Key Accounts.</li></ul>	Bachelor or above	3	5	40,000,000	60,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
FMCG - Food & Beverage / Tobacco						
Group Brand Manager	<ul style="list-style-type: none"><li>• Develop a compelling vision of consumers' existing and future needs. Acquire and develop a deep understanding of consumers, their behavior and attitudes towards the brand, the category and the wider world through interpretation and deployment of market research.</li><li>• Use the consumer understanding, the competitive dynamics and boundaries of the market.</li><li>• Lead the internal and external brand team members to successfully manage the brand in following aspects: advertising/communication, media management, execution of all aspects of the marketing plan.</li></ul>	Bachelor or above	7	8	50,000,000	65,000,000
Senior Brand Manager	<ul style="list-style-type: none"><li>• Be responsible for the marketing of a product or service in its entirety, from research and development through sales. Oversee the advertising for the product, directs the marketing research and manages distribution.</li><li>• Supervise all activities related to the brand, be the key sources of information within the organization on the brand and on competitive products. Work closely with all internal departments and external suppliers involved in the sales and marketing of the product or service.</li><li>• Ensure the success of the brand. Oversee and be accountable for the product's financial performance.</li></ul>	Bachelor or above	5	6	40,000,000	60,000,000
Brand Manager	<ul style="list-style-type: none"><li>• Be responsible for building brand communication strategy, as well as reaching the whole year sales target.</li><li>• Manage internal teams (PR, Event, Digital, Media, Medical, Trade Marketing team...), and external teams (agencies, suppliers...) to guarantee flawless execution of integrated campaigns, as well as timing of launch.</li><li>• Forecast &amp; adjust sales volume yearly, quarterly &amp; monthly. Support Sales team, and have prompt action to hit the sales target.</li></ul>	Bachelor or above	3	4	30,000,000	40,000,000
Assistant/Junior Brand Manager	<ul style="list-style-type: none"><li>• Assist in running innovation projects, landing company's innovations in market, constantly review category performance for ongoing improvement.</li><li>• Manage launches and re-launches, manage and grow Brand through brand-driven activation, renovation of current core portfolio.</li><li>• Achieve brand share and profitable NPS/profit growth targets through translation of brand &amp; marketing plans into market-implementation and customer plans.</li></ul>	Bachelor or above	2	3	15,000,000	30,000,000
Brand Executive	<ul style="list-style-type: none"><li>• Be responsible for brand building, liaising with agencies, production of in – house promotional materials and publications, preparing press releases, organizing promotional activities.</li><li>• Understand market and customer. Preparation of brand plan-marketing, quarterly promotional strategy-input finalization and input implementation plan.</li><li>• Brand sales analysis and follow up for strategy implementation. Ensuring brand profitability. Pilot the innovations and creating new indications and expanding markets.</li></ul>	Bachelor or above	1	2	10,000,000	20,000,000



**"Waiting for perfect is never as smart as making progress."**  
**Seth Godin**

**Adecco**

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Finance & Banking

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Retail Banking						
Head of Retail/ Consumer banking	<ul style="list-style-type: none"><li>• Be responsible for the oversight of the retail business line, branch network, Work Place banking and all initiatives to assure successful service delivery and strategy fulfillment.</li><li>• Be responsible for the position include deposit and lending services, new product research and development, customer service and loyalty delivery systems, employee enrichment, education and training, performance management, annual cost/benefit analysis of existing products.</li><li>• Prepare of detailed reports for committee and board meetings and related regulatory compliance.</li></ul>	Master degree in Banking/ Finance	20	25	115,000,000	360,000,000
Chief Information Officer	<ul style="list-style-type: none"><li>• Lead and manage the country IT team through strong skills in communication, planning, prioritizing, scheduling, coaching, technology, and quality control.</li><li>• Be the Project Manager for all country IT initiatives and regional/ global developments in-country, driving activities to completion.</li><li>• Perform vendor management activities to include vendor comparison, analysis, costing, coordination, and relationships.</li><li>• Perform budgeting, purchasing, and cost control of all IT systems and services.</li><li>• Ensure information security policies and controls for data, systems, and services are appropriately in place and functioning as required.</li></ul>	Bachelor degree of Computer Science	10	15	110,000,000	250,000,000
Product Development Manager	<ul style="list-style-type: none"><li>• Produce / input to project/development plan, specifying goals, project phases, timescales and resource implications in order to obtain sign off from key players.</li><li>• Monitor, manage and report on the performance of products against P&amp;L goals, client and customer expectations, driving recommendations for continual improvement.</li><li>• Ongoing research of domestic and foreign Structured Product markets. Ensuring our product offering appeals to our client base and is current, competitive and commercially viable.</li><li>• Tightly work with sales and marketing to deliver seamless proposition for customers. Writing of detailed product specifications, sales supports and application forms.</li></ul>	Master Degree in Finance & Banking	10	15	110,000,000	175,000,000
Compliance Manager	<ul style="list-style-type: none"><li>• Policies, standards and rules: Facilitate business in establishing, reviewing and updating internal rules, policies and guidelines to meet best practice regulatory and industry standards.</li><li>• Compliance training: Assess training needs, develop and review training materials, and conduct training for business units.</li><li>• Regulatory dealing: Liaise and resolve issues with regulators arising from regulatory inspections and other regulatory clarifications.</li></ul>	Degree in Finance, Accounting and Legal	7	10	67,500,000	112,500,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Retail Banking						
Head of Credit Card Sales	<ul style="list-style-type: none"><li>● Consumer Credit Risk Management for Consumer Lending Products with focus on Secured Products Credit Policy.</li><li>● Product Management for both Secured and Unsecured Products.</li><li>● Credit Analytics.</li><li>● Portfolio Acquisition – Retail and Alternate Channels</li><li>● Be responsible for Business and Sales strategy.</li></ul>	Degree in Finance and Accounting	7	10	67,500,000	112,500,000
Branch Manager	<ul style="list-style-type: none"><li>● Strategic Management: Develop and drive execution of business strategies for the Retail Banking segments at branch.</li><li>● Business Development: Drive new businesses and revenue for the branch to deliver strategic and annual operating targets through enhancing and strengthening the sales and service culture within the retail business, active engagement with both existing and prospective customers.</li><li>● Branch Management: Manage the day to day operations of the retail business at branch, which often involves making a series of decisions on various issues and aspects, to ensure the bank’s interests are protected, business objectives are achieved, excellent services are delivered to customers and the entire team at branch is highly engaged and motivated.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	10	15	45,000,000	90,000,000
Bancassurance Manager	<ul style="list-style-type: none"><li>● Achieve of collaborative, revenue and product mix targets Work closely with partner Business Heads and Branch Leaders, act as the SME, to ensure Bancassurance objectives are understood and met.</li><li>● Hand on coaching and development, motivation and influencing. Assist in the development of projects to ensure bank distributions needs and requirements are understood and implemented.</li><li>● Be the relationship manager, the interface between the Bank and Company to build strong strategic and cohesive relationships with Bancassurance Business Partners whilst ensuring complaints/issues are dealt with promptly and effectively.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	10	15	45,000,000	67,500,000
Relationship Manager	<ul style="list-style-type: none"><li>● Be responsible for managing the strategic client relationships in Retail Banking which will include managing the existing customers and the acquisition of new customers.</li><li>● Generate, retain, &amp; expand lending, deposit and others retail bank products, build the relationship with new and existing clients through client referrals.</li><li>● Develop, generate and follow-up on new client leads through existing clients, client referrals, &amp; prospecting.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	5	7	22,500,000	45,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Retail Banking						
Teller	<ul style="list-style-type: none"><li>• Entry documents arising in a day and have responsibilities with entry transactions. Consulting to the customer and solve their complaints.</li><li>• Be responsible for collect and pay cash in VND and foreign currencies. To transfer, foreign exchange.</li><li>• To open/ close account for clients. To arrange, store, preserve accounting records.</li><li>• Managed bank statements, transaction receipts and documents of customers</li></ul>	Bachelor degree	1	3	4,400,000	8,800,000
Corporate Banking						
Head of Corporate Banking	<ul style="list-style-type: none"><li>• Monitor operational, economic and social data relevant to the business of the Bank for evolving strategies and policy guidelines in the Corporate Banking department.</li><li>• Develop, recommend and implement marketing strategies and plans consistent with established goals in Corporate Banking including Assets &amp; Liabilities.</li><li>• Constantly endeavor to improve the Bank’s competitive position by review of the plans and policies. Set goals, objectives and measurement standards for each Relationship Manager and monitors and evaluates their performance on a periodical basis. Ensure that departmental efforts are coordinated in meeting customer requirements.</li></ul>	Master degree in Banking/ Finance	20	25	225,000,000	450,000,000
Marketing Manager	<ul style="list-style-type: none"><li>• Planning for a business segment and manage it's product marketing programs to be in line with business objectives.</li><li>• Provide yearly plan and manage branding execution in external and internal channels to achieve the bank’s objectives, improve it's brand awareness index.</li><li>• Manage press relation and bank's message to ensure the information consistency.</li><li>• Manage projects to set up new business model of affluent segment in the bank.</li></ul>	Bachelor degree in Banking/ Finance	7	10	44,000,000	88,000,000
Head of SMEs	<ul style="list-style-type: none"><li>• Assess SME products and new business ideas to apply to reality.</li><li>• Disseminate and communicate policies and procedures of SME segment to sales team and distribution channels.</li><li>• Support and guide RMs/SRMs to develop Sales target, manage cross-selling chances and appraise sales capacity of SME segment in area in charge.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	15	20	100,000,000	160,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Corporate Banking						
Head of Large Corporates	<ul style="list-style-type: none"><li>Assess corporate banking products and new business ideas to apply to reality.</li><li>Disseminate and communicate policies and procedures of large corporates segment to sales team and distribution channels.</li><li>Support and guide RMs/SRMs to develop Sales target, manage cross-selling chances and appraise sales capacity of large corporates segment in area in charge.</li></ul>	Bachelor degree in Banking/ Finance	15	20	140,000,000	200,000,000
Head of Financial Institution	<ul style="list-style-type: none"><li>Be responsible for managing Relationships with key Finance Institution clients.</li><li>Supported by relevant teams in Transaction Banking, Financial &amp; Capital Markets.</li><li>Achieve assigned Revenue and Return targets.</li></ul>	Bachelor degree in Banking/ Finance	15	20	140,000,000	200,000,000
Head of Corporate Product	<ul style="list-style-type: none"><li>Be responsible for the profitability of all Corporate Banking products and services including planning, directing and organizing of Banking product management resources to ensure that they contribute to the overall objectives of Banking Products.</li><li>Formulate product strategies for the assigned product line in alignment with the overall cash management strategy.</li><li>Ensure that all Banking products comply with local regulations, the bank policies and internal procedures.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	15	20	120,000,000	200,000,000
Senior Relationship Manager	<ul style="list-style-type: none"><li>Business Development: Define a strategy for each client and prospect. Profitability: Negotiate the best conditions and / or obtain considerations.</li><li>Increase Book’s income sources by cross selling. Portfolio Management: Frequency of visits tailored to client’s business risk and opportunity profile.</li><li>Client Service: Stay fully aware of the needs of clients and prospects. Answer these needs in accordance with strategic orientations: Find a balance between client requests and the requirements and goals of the Bank.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	10	15	60,000,000	140,000,000
Credit Admin Manager	<ul style="list-style-type: none"><li>Manage Credit Services Department performance and quality of services provided to clients. Define team structure and allocate resources according to daily activities.</li><li>Manage overall activity, processes and time schedule. Ensure proper documentation for client on-boarding/ account openings, KYC review and data quality in accordance with banking policies and regulatory requirements.</li><li>Perform 1st level Credit Risk Control to ensure proper implementation of credit documents and facility utilizations in accordance with credit decisions and local regulatory requirements.</li></ul>	Bachelor degree in Banking/ Finance	7	10	40,000,000	70,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Operations						
Head of operations	<ul style="list-style-type: none"><li>● Payment and Receipt i.e. manual payments, and massive payments such as payroll. Cash counter transactions, cash collection through partner banks.</li><li>● Authorize all payments in the local payment systems, to review current procedures periodically and prepare a new one to adapt changing situation. Trade Finance operations inclusive Import, Export, Bank guarantees, Trade Loans, LC confirmation and Supply chain operations.</li><li>● Deeply work with Regional processing teams to enhance process between two parties. Main purpose less errors, less time consuming for process transactions. Lead staffs to solve clients, other parties complaint regarding to Operations’ service.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	15	20	60,000,000	140,000,000
Trade Finance Operation Manager	<ul style="list-style-type: none"><li>● Manage all trade and guarantee related services.</li><li>● Provide trade finance solutions to support both importers and exporters helping to reduce risk, increase supply chain efficiency, reduce operating costs and free up working capital (i.e. Pre-shipment finance, Export L/C finance, Bill discounting, Post-shipment finance ...).</li><li>● Be responsible for trade processing center. Work with Trade &amp; Commodities Sales to originate, pitch trade deals, provided trade finance technical training for clients.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	15	20	60,000,000	80,000,000
Treasury						
Head of Treasury	<ul style="list-style-type: none"><li>● Be responsible for all operational treasury functions which include, daily cash management and risk analysis. Liquidity management, cash reporting and variance analysis.</li><li>● Support in treasury policy, as well as assist in funding strategy. Develop and maintain key banking and investor relationships, responsibility for the banking, loan and covenant agreements.</li><li>● Manage direct reports to improve functionality of Treasury function.</li></ul>	Bachelor degree in Banking/ Finance / Business Administration	7	10	100,000,000	200,000,000
Financial Investment Manager	<ul style="list-style-type: none"><li>● Set up investment plans, arrange funds for the projects. Set up procedures related to investment appraisal.</li><li>● Evaluate the effectiveness of investment projects, the purchasing costs of major aspects: legal, technical, business, investment efficiency.</li><li>● Manage and evaluate the overall investment department, progress and results of implementing investment projects.</li></ul>	Degree in Finance and Accounting	7	10	40,000,000	80,000,000
Financial Analyst	<ul style="list-style-type: none"><li>● Support in Financial and strategic planning activities of the Group and its subsidiaries,</li><li>● Assist in annual planning &amp; budgeting activities.</li><li>● Providing financial analyst support to department heads in their respective budget planning.</li><li>● Gathering accurate information and market intelligence. Provide support in implementing continuous process improvements</li></ul>	Degree in Finance and Accounting	5	7	100,000,000	200,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Treasury						
Treasury Officer	<ul style="list-style-type: none"><li>Assist in meeting the bank’s cash requirements on a day-to-day basis.</li><li>Assist in managing the bank’s relationship with local and overseas banks and other financial institutions. Assist in carrying out the bank’s settlements function.</li><li>Hedge against risk positions. Pricing of the banks products and services (investments, currencies, etc.).</li></ul>	Degree in Finance and Accounting	3	5	10,000,000	18,000,000
Risk						
Risk Manager	<ul style="list-style-type: none"><li>Prepare credit submissions through critical analysis of key business drivers, industry exposure, macro-economic conditions, operation risks and mitigations.</li><li>Constantly review credit processes to support new business initiatives, products and guidelines.</li><li>Ensure effective implementation, monitoring and reporting of statutory compliances, internal guidelines and procedures are strictly adhered to.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	15	40,000,000	80,000,000
Head of Credit Approval	<ul style="list-style-type: none"><li>Support good asset growth within prescribed group policy and risk appetite through exercising of sound credit judgment.</li><li>Control LI per budget. Drive productivity and approval quality.</li><li>Liaise with CRM team to provide feedbacks on necessary policy refinements. Ensure all audits and reviews meet with internal and regulatory standards satisfactorily.</li></ul>	Bachelor degree in Banking/ Finance / Accounting	10	15	80,000,000	120,000,000
Head of Collections	<ul style="list-style-type: none"><li>Direct and coordinate credit, fraud investigations, and delinquent account collections. Review collection reports to ascertain status of collections and balances outstanding and to evaluate effectiveness of current collection policies and procedures.</li><li>Audit uncollectible delinquent accounts to ensure maximum efforts taken before assigning bad-debt status to account. Submit delinquent accounts to attorney or outside agency for possible legal action relating to collection.</li></ul>	Master in Finance and Accounting CFA	10	15	100,000,000	400,000,000
Investment						
Investment Director/ Chief Investment Officer	<ul style="list-style-type: none"><li>Manage the investment portfolio to ensure the portfolio meets targets. Propose changes in investment strategies as appropriate.</li><li>Regular review of asset allocation for the portfolio. Actively source deals.</li><li>Be responsible for due diligence and negotiation with potential investment companies.</li></ul>	Master in Finance and Accounting CFA	15	20	100,000,000	400,000,000
Portfolio/Investment Manager	<ul style="list-style-type: none"><li>Provide wealth management services to Private Bank clients.</li><li>Managed investment assets for trust and wealth management clients.</li><li>Developed and built trusted relationships with private bank clients.</li><li>Propose credit approvals, analyzing &amp; fulfilling client’s trade &amp; working capital requirements through discretionary lending.</li><li>Lead Team</li></ul>	Bachelor degree in Finance & Accounting	10	15	60,000,000	120,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Investment						
Investment Officer	<ul style="list-style-type: none"><li>Research the market in terms of asset management, financial markets, stock market and regulations...Deal screening, evaluation and valuation, risk assessment, risk analysis.</li><li>Collect financial and investment information about companies, stocks, bonds and other investments. Examine and analyze collected financial and investment information.</li><li>Evaluate investment opportunities and risks, identifying good investment opportunities. Prepare the necessary investment proposals and related negotiation documents and materials.</li></ul>	Degree in Finance and Accounting	3	7	15,000,000	25,000,000
Financial & Accounting						
CFO	<ul style="list-style-type: none"><li>Build, execute management report system to assist CEO in decision making &amp; BOD review.</li><li>Prepare business plan and financial planning reports.</li><li>Manage cash flow and capital structure.</li><li>Review current internal control system of each business, recommend improvement &amp; execute daily works.</li><li>Present company to investment bankers, potential investors, financial partners.</li><li>Manage accounting related issues.</li></ul>	Master Degree, Degree in Finance and Accounting	15	20	160,000,000	320,000,000
Financial Controller	<ul style="list-style-type: none"><li>Establish and monitor the overall cost and resource allocation, cost frame, forecast and result.</li><li>Contribute in establishing the benchmark of efficiency development and optimization of the given financial and headcount frames.</li><li>Responsible for accurate and timely monthly cost reporting.</li><li>Monitor Accounts receivable based on information received from accounting; Act on potential deviations.</li></ul>	Degree in Finance and Accounting	7	10	45,000,000	70,000,000
Finance & Accounting Manager	<ul style="list-style-type: none"><li>Establish and monitor the group financial management system for achieving business objectives.</li><li>Analyze group consolidation finance and business result.</li><li>Work on structuring, improving Finance Accounting System (organize, system, policy...)</li><li>Improve performance through regular internal audit (accounting, tax, fund management/cost execution/ investment)</li><li>Supervising accounting operation, set up procedure, reporting.</li></ul>	Degree in Finance and Accounting	7	10	40,000,000	60,000,000
General Accountant/General Ledger/Account Receivable/Account Payable	<ul style="list-style-type: none"><li>Maintain full set of accounts. Responsible for monthly closing of financial accounts - including month end closing, supporting schedule and necessary adjustment.</li><li>Ensure completed timely and accurately. Monitor bank balance/ cash flow position. Responsible for updating record of financial information and filing of documents.</li><li>Be responsible for preparing and monitoring of payment - on the compliance of internal control procedure and accounting policy.</li></ul>	Degree in Accounting	5	8	16,000,000	20,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Financial & Accounting						
Chief Accountant	<ul style="list-style-type: none"><li>Oversee the overall finance function including management reporting and accounting function. Handle the internal &amp; external audits. Ensure the full compliance of the Company's books, account management, produce financial statement, internal &amp; external reports.</li><li>Ensure the accuracy, and the deadline respect for internal &amp; external reporting. Handle tax affairs to ensure compliance with local rules and tax circular. Involve in the definition and profitability calculation of Commercial and Contract management.</li><li>Manage the land lease agreements/ lease agreements in accordance with changes in the government policy. Manage &amp; control the disposal of old assets in line with office/stores management.</li></ul>	Degree in Finance and Accounting	7	10	35,000,000	45,000,000
Audit						
Audit Manager	<ul style="list-style-type: none"><li>Have responsibility independently for quality control of audit work such as acceptance and retention clients, assignment, and assessment of audit strategic plan.</li><li>To monitor and examine the adequacy and efficiency in the process of implementing policies and procedures for quality control of auditing activities.</li><li>To supervise and support at all levels to solve the client's problem and reviewed their audit report before issuing.</li></ul>	Degree in Audit	5	7	30,000,000	40,000,000
Senior Auditor	<ul style="list-style-type: none"><li>Undertaking the material account in the financial statement of the company.</li><li>Supervised and organized seniors associates to resolve problems and achieve reporting deadline.</li><li>Be in charge of reviewing tax report.</li><li>Making audit report.</li><li>Plan for audit and interim audit.</li></ul>	Degree in Audit	3	5	20,000,000	30,000,000
Auditor	<ul style="list-style-type: none"><li>Identify critical areas of risk within a business unit along with evaluating the key controls used to manage these risks.</li><li>Conduct audits in compliance with departmental standards and evaluate causes of non-compliance, risk exposures, and design weaknesses in internal controls.</li><li>Document relevant facts and information that supports the work performed and conclusions drawn, so other reviewers can follow the auditor's logic and methodology.</li></ul>	Degree in Audit	1	4	12,000,000	19,000,000
Tax						
Tax Manager	<ul style="list-style-type: none"><li>Brand and customer profitability, price/mix analysis, innovation and product launches, SKU profitability, pricing and loan &amp; grant, production and logistics: Comparison System, production and Logistics Star, Supply Chain Driving System, Efficiency analysis, and Product costing.</li><li>Support Functions &amp; Coordinator role: Strategic analysis, Link to reporting, Ad-hoc analysis and Business risk evaluation. Tax Strategy, Planning &amp; Major Transactions: Tax Planning, implement tax policy, Major business tax advice &amp; support, Authority relationship management, Reporting and Accounting and Complete Tax Package.</li><li>Tax Compliance: Tax return finalization &amp; Submission and Tax Compliance monitoring &amp; audit.</li></ul>	Degree in Finance and Accounting	7	9	35,000,000	40,000,000



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Tax						
Tax Accountant	<ul style="list-style-type: none"><li>Organize various taxes for business (CIT, VAT, PIT, with-hold Tax, others taxes), which are usually calculated and filed as well as arranged in statement to submit for payment.</li><li>Research, understand and update all the tax law or other related laws/circular/degrees regarding automobile sector to help the company to provide the accurate annual / quarter tax projection report.</li><li>Deal with local tax/ authority officers for those relating to accounting, tax matters. Be responsible for final tax reports (e.g. VAT, CIT, PIT...) and tax compliance purpose. Assist Chief Accountant in preparing Financial statements &amp; other activities.</li></ul>	Degree in Finance and Accounting	5	7	14,000,000	18,000,000





“Be yourself. Everyone else is taken.”  
Oscar Wilde

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Legal & Compliance

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Legal						
Head of Legal	<ul style="list-style-type: none"><li>Co-ordinate with legal counsel in order to provide legal advice and support to all departments to ensure the company’s transactions and operations are legally appropriate.</li><li>Develop and implement a compliance program (develop a compliance plan, lead the development of the self-assessment, automation of the self-assessment process within the first 9 months of operation).</li><li>Co-ordinate Audit and Compliance related activities (develop local minimum compliance standards and report to the Risk Management, review and approve all product).</li></ul>	Bachelor degree Lawyer Certificate	12	25	80,000,000	200,000,000
Legal Manager	<ul style="list-style-type: none"><li>Responsible for providing legal advice and legal support on a timely manner. Review, draft and advise on commercial contracts.</li><li>Review and edit insurance policy contract wordings and other related marketing materials.</li><li>Assure completeness of corporate legal document as required by prevailing laws and regulations. Manage external counsel relationships and litigation matters.</li></ul>	Bachelor degree Lawyer Certificate	10	20	60,000,000	150,000,000
Legal Officer	<ul style="list-style-type: none"><li>Read legal jargon and provide advice to the company on a course of action in legal cases.</li><li>Handle court cases on behalf of their employer.</li><li>Oversee real estate purchases, compliance with tax laws and state regulations, draw up contracts, and in some cases oversees company budgets and projects.</li></ul>	Bachelor degree	3	5	13,000,000	25,000,000
Attorney/ Lawyer	<ul style="list-style-type: none"><li>Provide consultation on a variety of issues dealing with Vietnam’s laws/decrees/circulars. Draft and prepare legal memoranda/ opinions on the interpretation of a range of Vietnamese laws dealing with business enterprises.</li><li>Meet with clients to discuss, plan and prepare application file for licensing and incorporation matters.</li><li>Focus on International trade law and trade regulations.</li></ul>	Bachelor degree Lawyer Certificate	3	5	50,000,000	180,000,000
Government Affair	<ul style="list-style-type: none"><li>Manage and control government relationships. Work with government authorities to ensure licenses are updated and approved as business evolves. Update government policies and government contact lists related to the industry and company activities to report.</li><li>Develop government affairs strategies and build a local network and relationships with local government and other relevant partners to ensure successful and sustainable operations, enhance company’s image among authorities.</li><li>Handle all issues related to government agencies and/or policies in company business activities and ensure all operations and activities, internally and externally, comply with company policies, company values and applicable Vietnam laws.</li></ul>	Bachelor degree	8	15	30,000,000	240,000,000



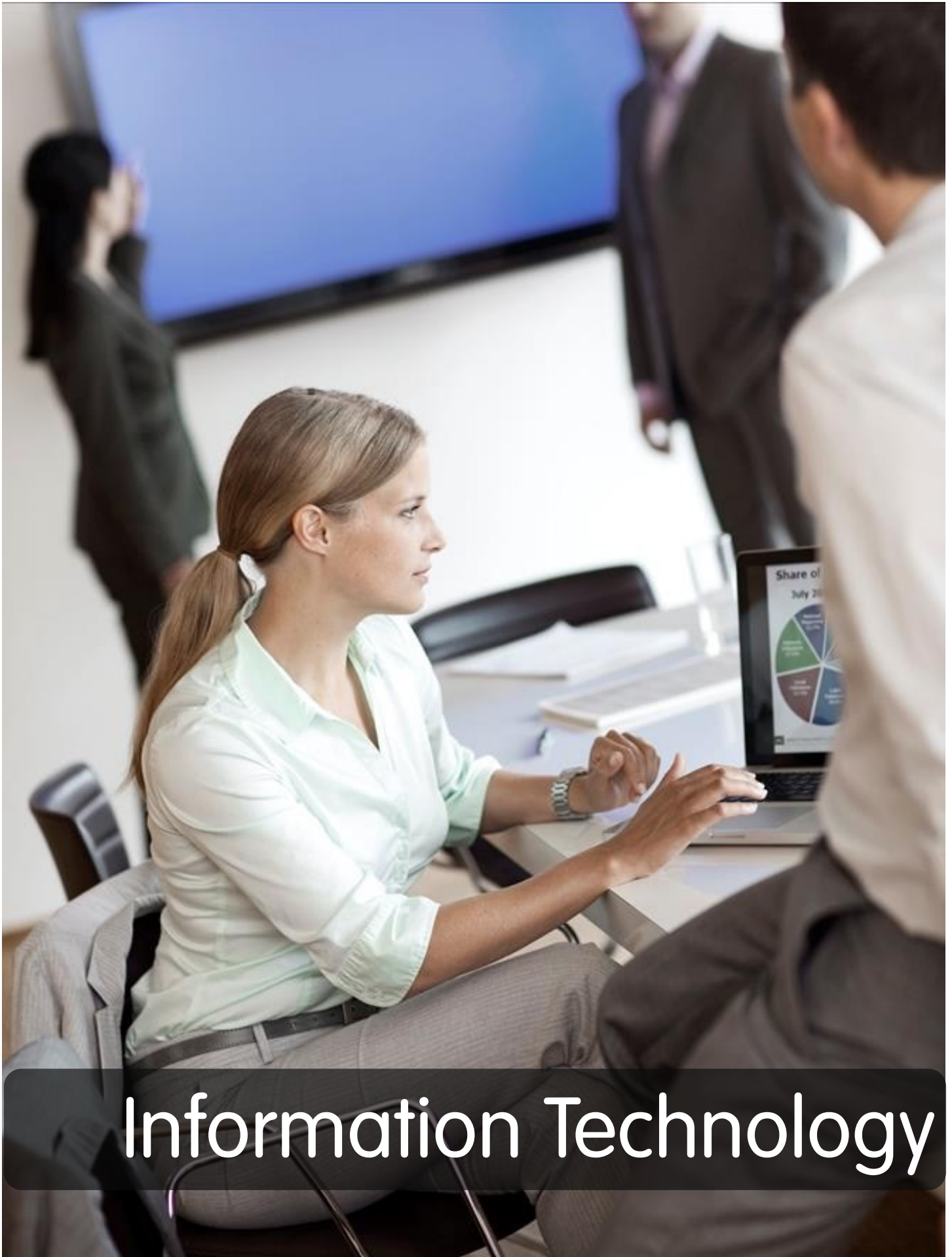
Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Compliance						
Head of Compliance	<ul style="list-style-type: none"><li>Plan, organize, and manage the Bank's overall compliance program as well as supervise day-to-day compliance activities. Develop, document and maintain a compliance program that includes risk assessments, policies, procedures, and guidelines. Provide strategic direction related to the Bank's compliance risk.</li><li>Prepare compliance reporting to the Board of Directors, Audit Committee, and Risk Management Committee. Demonstrate knowledge of applicable laws and regulations, including key consumer compliance provisions. Research and interpret emerging regulatory items, informing key personnel of changes in laws and regulations and their business implications.</li><li>Identify potential areas of compliance vulnerability and risk, develop/implement corrective action plans for resolution of problematic issues. Coordinate Bank's efforts to accommodate compliance-related audits, reviews, and examinations. Facilitate corrective actions as appropriate. Interacts with Senior Management, the Board of Directors, attorneys, bank regulators, service providers, consultants and bank/subsidiary staff.</li></ul>	Bachelor degree	15	20	100,000,000	160,000,000
Legal Manager	<ul style="list-style-type: none"><li>Responsible for providing legal advice and legal support on a timely manner. Review, draft and advise on commercial contracts.</li><li>Review and edit insurance policy contract wordings and other related marketing materials.</li><li>Assure completeness of corporate legal document as required by prevailing laws and regulations. Manage external counsel relationships and litigation matters.</li></ul>	Bachelor degree Lawyer Certificate	10	20	75,000,000	120,000,000
Attorney/ Lawyer	<ul style="list-style-type: none"><li>Read legal jargon and provide advice to the company on a course of action in legal cases.</li><li>Handle court cases on behalf of their employer.</li><li>Oversee real estate purchases, compliance with tax laws and state regulations, draw up contracts,</li></ul>	Bachelor degree	10	15	50,000,000	120,000,000
Senior Compliance Officer	<ul style="list-style-type: none"><li>Provide consultation on a variety of issues dealing with Vietnam's laws/decrees/circulars. Draft and prepare legal memoranda/ opinions on the interpretation of a range of Vietnamese laws dealing with business enterprises.</li><li>Meet with clients to discuss, plan and prepare application file for licensing and incorporation matters.</li><li>Focus on International trade law and trade regulations.</li></ul>	Bachelor degree Lawyer Certificate	1	9	14,000,000	110,000,000



“We are the change we have been waiting for.”  
Barrack Obama

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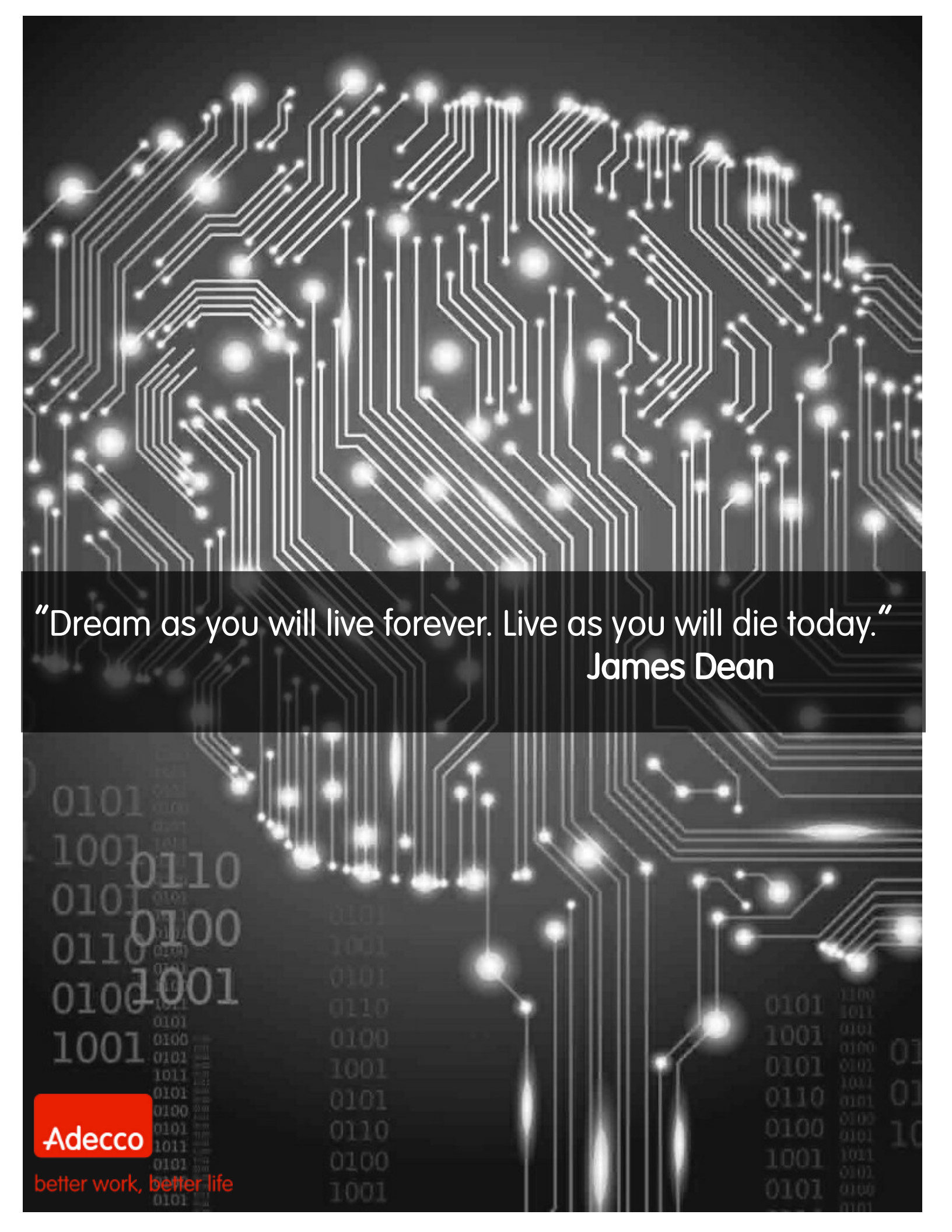
# Information Technology



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Information Technology						
Chief Information Officer (CIO)	<ul style="list-style-type: none"><li>● Be responsible for the technological direction of a company.</li><li>● Propose budgets for programs and projects, purchases and upgrades equipment, supervises computer specialists and IT staffs, and presides over IT-related projects.</li><li>● Manage the day-to-day operations of the information technology department including directing staff, who support administrative computing, networking, user services, telecommunications and other information technology functions.</li></ul>	MBA/BA in Computer Science or Information Technology	15	20	100,000,000	120,000,000
IT Manager	<ul style="list-style-type: none"><li>● Advising organizations on IT solutions that will best help company grow and perform more efficiently</li></ul>	Bachelor in Computer Science or Information Technology	7	10	30,000,000	40,000,000
ERP Consultant	<ul style="list-style-type: none"><li>● Provides total ERP solutions and consultancy to the customer under one single roof, and responsible for administering each of the phase of the implementation so that the required activities occur at the scheduled time and at the desired level of quality and with effective participation.</li></ul>	Bachelor in Computer Science or Information Technology	3	5	10,000,000	20,000,000
Network/Systems Administrator	<ul style="list-style-type: none"><li>● Responsible for the day-to-day operation of these networks.</li><li>● Organize, install, and support an organization's computer systems, including local area networks (LANs), wide area networks (WANs), network segments, intranets, and other data communication systems.</li></ul>	Bachelor's Degree Computer Science/ Information Technology	3	5	10,000,000	20,000,000
Software Developer/ Programmer	<ul style="list-style-type: none"><li>● Be responsible for back end, write code, establish the architecture of the software developed, implementing, maintain, develop and troubleshoot the website/web application/software.</li></ul>	Bachelor in Computer Science or Information Technology	3	5	10,000,000	25,000,000
Web Developer/Web Designer	<ul style="list-style-type: none"><li>● Be responsible for front end, design the web application based on architecture and requirements (design packages, modules, design sub systems...), write design/implementation documentation, select the most appropriate technical solution (architecture, design approaches or preliminary designs).</li></ul>	BA in Computer Science or Information Technology	3	5	15,000,000	25,000,000
Digital Marketing Manager	<ul style="list-style-type: none"><li>● Be responsible for Digital Marketing strategy on different channels, work with agencies, ensure consistency of brand image and values through out all channels and all materials created by external/ internal teams, define goals and budget for campaigns, brand awareness and lead the execution of campaigns to increase customer rate, and manage staffs</li></ul>	Bachelor of Marketing/ Information Technology	5	7	40,000,000	60,000,000
IT Architecture / Infrastructure	<ul style="list-style-type: none"><li>● Be responsible for full stack (front end + back end). Design the web application based on architecture and requirements (design packages, modules, design sub systems...).</li></ul>	Bachelor in Computer Science or Information Technology	3	5	30,000,000	45,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Information Technology						
IT Helpdesk Support	<ul style="list-style-type: none"><li>Responsible for designing, organizing, modifying, and supporting a company's computer systems. Troubleshoot LAN/ WAN performance, connectivity, and related network problems.</li></ul>	Bachelor in Computer Science or Information Technology	3	5	8,000,000	12,000,000
IT - Sales Engineer						
Sales Manager/ Director	<ul style="list-style-type: none"><li>Significant interaction with clients, which may be face-to-face or over the telephone for pre-sales, sales and post-sale support of hardware and software and meeting sales targets set by company.</li></ul>	Bachelor of Information Technology/ Business Administrator/ Marketing or related	3	5	25,000,000	35,000,000
Business Development Manager/Director	<ul style="list-style-type: none"><li>Works to improve an organization's market position and achieve financial growth. defines long-term organizational strategic goals, builds key customer relationships, identifies business opportunities, negotiates and closes business deals and maintains extensive knowledge of current market conditions.</li></ul>	Bachelor of Information Technology/ Business Administrator/ Marketing or related	3	5	30,000,000	50,000,000





“Dream as you will live forever. Live as you will die today.”  
James Dean

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Engineering & Technical



Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Engineering & Technical						
Factory/Plant Manager/Operation Manager	<ul style="list-style-type: none"><li>Monitoring and analyzing the current system of production or provision to check it’s effective, and working out a strategy for improving if necessary.</li><li>Liaising with other team members, including interacting with managers of different areas of the organization, presenting findings to stakeholders and higher management as well as training and supervising new employees and tracking and measuring staff performance.</li></ul>	Bachelor of Engineering/MBA/ Masters	15	20	120,000,000	160,000,000
Production Manager	<ul style="list-style-type: none"><li>Involved with the planning, coordination and control of manufacturing processes to ensure that goods and services are produced efficiently and that the correct amount is produced at the right cost and level of quality.</li></ul>	Bachelor of Engineering	7	10	40,000,000	60,000,000
Project Manager	<ul style="list-style-type: none"><li>Start up project from design stage to hand over to end-user included: initiating, planning, executing, monitoring and closing. Align with other departments to achieve project objectives.</li><li>CAPEX submit for approval then control project within approved budget and follow schedule. Cash phasing, also with CAPEX/OPEX weekly tracking.</li><li>Site supervision to make sure all tasks always done with high quality and safety. Build up reliable as-built document and create lesson learned.</li></ul>	Bachelor of Engineering	7	10	30,000,000	50,000,000
Engineering/ Technical Manager	<ul style="list-style-type: none"><li>Plans, organizes and directs engineering to meet company objectives for design, new product development and improvement of existing product lines.</li></ul>	Bachelor of Engineering	10	15	60,000,000	80,000,000
QA/QC Manager	<ul style="list-style-type: none"><li>Assures consistent quality of production by developing and enforcing good automated manufacturing practice systems; validating processes; providing documentation; managing staff.</li></ul>	Bachelor of Engineering	10	15	40,000,000	60,000,000
Planning Manager	<ul style="list-style-type: none"><li>Assist to monitor all department budgets and manage all inventories on quarterly basis and assist all team members to manage all production schedules.</li></ul>	Bachelor of Engineering	7	10	40,000,000	60,000,000
Environment Healthy Safety Manager	<ul style="list-style-type: none"><li>Responsible for developing and implementing organizational safety programs. Review and update institutional HSE policies and conduct risk assessments to detect potential hazards and plan precautionary measures.</li></ul>	Bachelor of Industrial Management	7	10	40,000,000	60,000,000
Shift Manager	<ul style="list-style-type: none"><li>Manage the day-to-day results of the shift by handling all routine issues that arise during the shift and by proactively managing and motivating team members to achieve business metrics.</li></ul>	Bachelor of Industrial Management	5	7	20,000,000	30,000,000
Continuous Improvement Engineer	<ul style="list-style-type: none"><li>Assesses the effectiveness of the Quality Process and offers recommendations for Continuous Improvement in the Group working closely with project managers and quality specialists Acts to reduce Costs Of Poor Quality (COPQ)</li></ul>	Bachelor of Industrial Management	3	5	15,000,000	25,000,000
Process/ Industrial Engineer	<ul style="list-style-type: none"><li>Responsible for evaluating existing processes and configuring manufacturing systems to reduce cost, improve sustainability and develop best practices within the production process.</li></ul>	Bachelor of Industrial Management	3	5	15,000,000	25,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Logistics						
Procurement/ Purchasing/Sourcing Manager	<ul style="list-style-type: none"><li>Being the primary point of contact between a business and its suppliers. Using superb analytical skills, procurement manager identifies potential suppliers, screens them, and negotiates favorable payment terms with selected suppliers.</li></ul>	Bachelor of Foreign Trade	10	15	60,000,000	80,000,000
Warehouse Manager	<ul style="list-style-type: none"><li>Oversee the efficient receipt, storage and dispatch of a wide range of goods, and also oversee the maintenance of warehouse and labor-management systems and may be involved in operating automated storage and retrieval systems.</li></ul>	Bachelor Degree	7	10	30,000,000	50,000,000
Logistics Manager	<ul style="list-style-type: none"><li>Organize the storage and distribution of goods to ensure the right products are delivered to the right location on time and at a good cost. Involved in transportation, stock control, warehousing and monitoring the flow of goods.</li></ul>	Bachelor of Foreign Trade	7	10	40,000,000	60,000,000
Sales Engineer						
Technical Sales Engineer	<ul style="list-style-type: none"><li>Being a key point of contact for clients and provide both pre and after-sales advice by using technical knowledge along with sales skills to provide advice and support on a range of products, for which a certain level of expertise is needed</li></ul>	Bachelor of Engineering	5	7	20,000,000	35,000,000
After-sales / Service Engineer	<ul style="list-style-type: none"><li>Maintain a high level of customer satisfaction in partnership with engineers team, in the delivery of a support service to our customers which exceeds their expectations in professionalism, solution provision and turnaround.</li></ul>	Bachelor of Engineering	3	5	15,000,000	25,000,000



A grayscale microscopic image showing several large, rounded cells with prominent nuclei, likely blood cells, against a light gray background. The cells are out of focus, creating a bokeh effect.

**"Never make permanent decisions on temporary feelings."  
Wiz Khalifa**

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Medical & Life Sciences

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Technical						
Regulatory Affair Manager	<ul style="list-style-type: none"><li>Ensure the appropriate licensing, marketing and legal compliance of pharmaceutical and medical products in order to control the safety and efficacy of products.</li></ul>	BA/BS Degree in Healthcare, Clinical, Engineering, Physical, Biological, and Regulatory Sciences	7	10	40,000,000	60,000,000
Service manager / Application Manager	<ul style="list-style-type: none"><li>Act as the key link between company, hospitals and treatment healthcare to strategically increase the awareness and use of company's products within assigned geographical area.</li></ul>	Bachelor Degree in Electronic Engineer	5	8	30,000,000	50,000,000
Service/Application Engineer	<ul style="list-style-type: none"><li>Basic troubleshooting, installation, maintenance and service repair needs on designated equipment.</li></ul>	Bachelor Degree in Electronic Engineer	3	5	15,000,000	25,000,000
Medical/Nutrition Advisor	<ul style="list-style-type: none"><li>Provide guidance and technical support to nutrition programs that prevent under-nutrition and or treat malnutrition in the form of program/project design, implementation and monitoring and evaluation; provide medical expertise in the review of adverse experiences and discuss patient management issues with investigators.</li></ul>	Bachelor Degree in Nutrition, Pharmaceutical	3	5	25,000,000	40,000,000
Sales						
Business Unit Manager	<ul style="list-style-type: none"><li>Define, develop and implement short and long term marketing plans, ensure implementation of Product priorities and closely manage the Business Unit product portfolio.</li></ul>	Bachelor Degree in Pharmacy and Medicine, Bachelor in Business Administration Prefer Master degree	10	15	50,000,000	80,000,000
Product Manager	<ul style="list-style-type: none"><li>Be responsible for providing the sales team with the necessary technical expertise to enable them to sell the product.</li><li>Be responsible for reviewing product data to ensure that the field force is kept up to date on new developments regarding the companies or competitors products.</li><li>Design market research projects to assess customer attitudes to the current product range and new product introductions.</li></ul>	Bachelor Degree in Pharmacy, Medicine... is preferred Bachelor Degree in Business Administration / Marketing	4	6	30,000,000	50,000,000
Key Account Manager	<ul style="list-style-type: none"><li>Be responsible for meeting assigned sales through meeting and exceeding overall revenue derived from instrument placements, reagent orders and service revenue.</li><li>Initiate and maintain contacts with key opinion leaders and proactively maintain existing business base through account management and promotion of products.</li><li>Arrange and execute contract review meetings to include presenting complex financial data, ensure the sales process is on track at all times.</li></ul>	Bachelor Degree in Pharmacy, Medicine... is preferred Bachelor Degree in Business Administration	5	7	30,000,000	40,000,000

Position	Job Description	Qualification	Experience (In Years)		Monthly Gross Salary (VND)	
			Minimum	Maximum	Minimum	Maximum
Sales						
Sales Manager, Medical Equipment/ Medical Devices/ Diagnostics	<ul style="list-style-type: none"><li>• Ensure the appropriate licensing, marketing and legal compliance of pharmaceutical and medical products in order to control the safety and efficacy of products.</li></ul>	BA/BS degree in health care, clinical, engineering, physical, biological, and regulatory sciences	1	4	16,500,000	27,500,000
Medical Representative	<ul style="list-style-type: none"><li>• Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;</li><li>• Building and maintaining positive working relationships with medical staff and supporting administrative staff;</li></ul>	Bachelor Degree in Pharmaceutical, Medicine	3	5	10,000,000	20,000,000

## About Adecco

The Adecco Group, based in Zurich, Switzerland, is the world's leading provider of HR solutions. With over 32,000 FTE employees and close to 5,100 branches, in over 60 countries and territories around the world, the Adecco Group offers a wide variety of services, connecting over 700,000 associates with our clients every day. The services offered fall into the broad categories of temporary staffing, permanent placement, outsourcing, consulting and outplacement. The Adecco Group is a Fortune Global 500 company.

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

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

Our comprehensive services offering:

### Recruitment

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

### Managed Business Services

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

### HR Consulting Services

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

### Training Solutions

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

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