

Contents

1	Research and Development	2
2	Marketing and Sales.....	2
3	Administrative Officer.....	3
4	Accountant	5
5	IT Helpdesk	6

1 Research and Development

No	Task	Notes
1		
2		
3		
4		
5		

2 Marketing and Sales

No	Task	Notes
1	Coordinate in designing of marketing materials (print-ad, billboard, backdrop, banner, standee, invitation letter, social network banner, etc.)	
2	Translate documents VI – EN (article, news, press release, project reference)	
3	Conduct news clipping report	
4	Prepare communications materials & track marketing stock	
5	Organize events and activities to support sales	

Sales

	Prepare sales orders (stock, promotion, dispatch, payment)	
	Prepare adjusting price letter, debt comparison letter, etc	
	Prepare monthly offset announcement for Metro	
	Update new price, promotion scheme for customers	
	Monitor catalog promotions of each Key account, check stock status and allocate products	
	Coordinate with Sales Customer Service for delivery and logistic issues	
	Maximize brand image at outlet level (POSM, display stock, in store merchandising)	
	Coordinate with marketing team in terms of products, collaterals and catalog promotion design	
	Support in organizing sales events (road show, shop front promotion)	
	Coach promoter team (daily works, turnover report, monthly salary and bonus)	
	Assist in training sales team of Key account customers	

	Conduct frequent market intelligent (price mirror, competitor's listings, activities and promotions)	
	Process procedure for opening new accounts (contract, credit)	

3 Administrative Officer

No	Task	Notes
1	Taking care of staffs' benefits: healthcare insurance, annual health check, etc.	
2	In charge of purchasing and maintaining office inventory/equipment control	
3	Assisting in the preparation of contract documents; proofreading and tracking contract, invoice documents.	
4	Assisting in the preparation of contract documents; proofreading and tracking contract, invoice documents.	
5	Taking care of transportation matters: work permit, visa, flight, accommodation, taxi.	
6	Producing and distributing correspondence memos, letters and forms.	
7	Determining the administration issues and resolving them for smooth office operations.	
8	Organizing internal events: Annual Trip, Family Day, Birthdays, Barbeque, Tet Party, Team Buildings, Celebrations, Business Trips, etc.	
9	Supporting external events: Job Fair, Career Day, Open Day, etc.	
10	Planning and overseeing the strategic admin operations of an organization unit;	
11	Providing excellent customer service to staff regarding all office policy, guidance, procedures and requirements;	
12	Establishes, develops, and maintains positive vendor relationships; oversees the identification, investigation, securing and monitoring of new supply sources; interviews vendors regarding new or improved products, practices, and methods;	
13	Maintains official assets and files of procurement, property, leasing agreements and related documents;	
14	Coordinating and integrating work processes across section and program lines and troubleshooting related processes;	
15	Coaching and developing staff and other HR work;	
16	Performing other duties as assigned includes but not limited to tracking and issuing taxi cards, grabs, employee car cards, booking airline tickets, hotels, supporting visa procedures, stationery, employee cards, paying office expenses.	

17		
----	--	--

1	Manage department's assets/ equipment/ facilities	
2	Welcome new staff, arrange PC, email, encryption accounts and others related issues for new joiners; do the exit checklist for resigned people.	
3	Support purchasing process (contacting vendor, getting good quotation, raising work-on, receiving goods and proceeding payment).	
4	Set up meetings/workshop and ensure DH to follow calendar smoothly.	
5	Support invitation letter, accommodation/ transportation/ hotel booking.	
6	Welcome and support guests (welcome, drinks, fruit, preparation, lunch and dinner booking).	
7	Support travel arrangement for DH (visa, insurance, transportation, hotel and flight booking, advance and claim settlement).	
8	Follow up maintaining and fitting out process when needed.	
9	Check workload for cleaning ladies.	
10	Update department organizational chart and prepare reports if required.	
11	Support Departments event (workshop, town hall...) and printing (posters...).	
12	Update process, procedures related to administration	
13	Process payment requisition for all the services including rental, electric, security, cleaning, taxi, telephone, express delivery, beverage, stationery ...	
14	Manage meeting room booking	

	Support in welcoming guest, invitation letters, supporting accommodation, visa and travel, gift;	
	Prepare for new joiners (PC arrangement, create User ID, phone, taxi card, welcoming new staff...);	
	Manage Department Employee List (Internal, external, intern) and Department Organizational chart;	
	Support in organizing Department Events like Department meeting, Group Meeting, Workshops	
	Purchase stationery, office equipment as per regulation;	
	Manage and distribute department asset (PCs, mouse, key board, RAM, monitor), prepare monthly asset report;	

	Mange Lab asset (according to task assigned of lab manager)	
	Support in receiving/sending courier;	
	Support associates in daily arising topics;	
	Other tasks assigned by Department Head.	

4 Accountant

No	Task	Notes
	Monthly Closing Tasks handling such as journal entries for accrual, prepayment allocation, intercompany posting ... Preparing monthly balance sheet reconciliation and P/L fluctuation analysis.	
	Scrutinize financial statements for accuracy and make sure they comply with all applicable laws and regulations.	
	Review account books and examine accounting systems to ensure they are efficient and follow all accounting procedures mandated by the company and the government.	
	Maintain accurate and precise financial records, keep them organized according to company standards.	
	Be responsible for cash flow plan, forecasting.	
	Check payroll, document the company's payments.	
	Ensures execution of accounting related internal controls.	
	Actively reviews and proposes changes to existing accounting processes.	
	Provides accounting advice within area of expertise.	
	Ensures fulfillment of accounting reporting requirements to authorities.	
	Be in charge for tax in Vietnam entity	
	Display excellent time management and problems solving skills.	

	Assist in monthly taxation reconciliation and declaration for VAT, FCT	
	Tax, invoice documentation management	
	Assist in Service Level Agreement tracking and follow up for sign-off	
	Assist in payment requisitions, document checking, mitigation control	
	Support projects and coordinator	
	Transactions, Travel Expenses, Fixed Assets, General Ledger Closing month-end, year-end	

5 IT Helpdesk

No	Task	Notes
1	Support end users (laptops installation and setup, issue troubleshooting, ...)	
2	Maintain IT infrastructure network and system (Windows servers, devices, software)	
3	Monitor the performance of network	
4	Diagnose and troubleshoot technical issues	
5	Maintain technical documentation of network	
6	Document input and report	
7	Inventory management	
8	Paperwork and document monitoring (delivery notes, ...)	
9	Manage assets	