

ZEE

ASSISTANT TO CEO

LOCATION: HCMC

1. JOB DESCRIPTION:

Internally:

- Work closely with internal teams to develop & execute the company's business strategy and operation.
- Building effective working relationships with all head of Departments in the company
- Provide inputs/ feedbacks to internal teams and work closely with CEO in order to to increase productivity
- Involve in problem-solving process to prevent the risk or to enhance the whole operational efficiency.
- Advise the CEO on appropriate handling of matters across the organization.
- Supervise the implementation of decisions, directives and tasks assigned by the CEO
- Prioritize and determine suitable actions, referrals or response to reflect the CEO's work style and organization policy.

Externally:

- Manage the portfolio of ZEE's network.
- Build & maintain strong and sustainable relations with clients and partners of ZEE's network
- Research and analyze market trends to advise the CEO
- Is proactive in developing opportunities to market the agency – our capabilities, accomplishments, and people to potential clients, the trade, current clients, and influencers.
- Communicate directly and on behalf of CEO internally and externally.
- Support CEO to manage new or special project and new investment (if any)



- Take other assignments of CEO as per requested.

2. JOB REQUIREMENTS:

- Bachelor's degree in marketing/ communication/ business Administration.
- Experience at least 3 years at an agency or related fields as Business Development, Account Management
- Age from 24 to 28
- Able to communicate with all levels, assertive and initiative
- Public speaking skills (English & Vietnamese), presentation skills, persuading skills, proactive, dynamic and professional.
- Ability to maintain a high level of integrity and discretion in handling confidential information
- Logic, analytical and strategic mindset.
- Relationship-oriented – extremely people-focused
- Self-motivated – a "can-do" attitude with an entrepreneurial spirit and a desire to take on an increasing level of responsibility

3. BENEFITS:

- Work in a very motivated & open working environment
- Competitive salary and bonus based on the actual performance
- Social Insurance, Health Insurance as required by law
- 24/7 private Health Insurance

4. TIME AND LOCATION:

- Address: 4th Floor, FIT24 Building No.1 Ba Thang Hai Street, Ward 11, Dist. 10, HCMC
- Time: 09:00 – 18:00, Monday – Friday

5. HOW TO APPLY

- Interested candidates, please send your application (in English) to HR@zee.vn .
- Please note that only shortlisted candidates will be informed for the next round.

ZEE