

# TONGYANG INDUSTRY VIETNAM

## Secretary Cum Interpreter

### ***1. DESCRIPTION***

- Development of meetings of the Board of Directors of the Company and its parts when working with foreign partners.
- Compiling documents, emails in the company serving the business.
- Transactions, emails with foreign partners related to business activities and external affairs of the Board of Directors.
- Schedule and welcome customers, foreign partners as required.
- To synthesize, analyze and / or data related to business activities and activities of the external relations unit.
- Do marketing research
- Perform other tasks as required by Directors.

### ***2. EDUCATION***

#### 2.1. Expertise:

Graduated from the University of Foreign Languages, University of Foreign Trade specialized in English.

#### 2.2. Experience:

- \* Over 01 year of experience in the position of interpreter, secretary director.
- \* Fluency in English skills, good diplomacy with foreign partners.
- \* Proficiency in Word, Excel and Internet searching skills.

#### 2.3. Material:

- \* Ability to analyze, synthesize data quickly, accurately.
- \* Communication skills, good case management skills.
- \* Ability to negotiate, present when working with partners

### **3. BENIFIT**

- Salary: Negotiable (Salary is paid in accordance with the ability of each individual, may be higher or lower than the salary in the recruitment information depending on the capacity, experience of the candidate).
- Increased salary by performance.
- Be in a dynamic environment with many promotions.
- Be trained and advanced.
- Health insurance, social insurance, Unemployment insurance, other regimes according to Laws and regulations of the Company.
- Have a Sunday break and public holidays as prescribed.
- 13th month salary and bonuses according to capacity, bonus holidays, Tet in the year

### **4. CONTACT**

*For futher information please contact as below :*

**Mr Thur :** [anhthu@tyind.co.kr](mailto:anhthu@tyind.co.kr)

**Number phone :** 0888097288

**Mr Tài :** [roberto@tyind.co.kr](mailto:roberto@tyind.co.kr)

**Number phone :** 0964112767

**Deadline apply :** 25/05/2018