

**HEAD OFFICE**

Level 1, 2 & 3, Capital Place Building  
6 Thai Van Lung, District 1,  
Ho Chi Minh City, Vietnam  
T: (+84 8) 3823 3299 F: (+84 8) 3823 3301  
E: info@hsc.com.vn

**HA NOI OFFICE**

6 Le Thanh Tong, Hoan Kiem District,  
Ha noi, Vietnam  
T: (+84 4) 3933 4693  
F: (+84 4) 3933 4822  
W: www.hsc.com.vn

## RECRUITMENT NOTICE

### Company Overview

Ho Chi Minh City Securities Corporation is a leading investment and financial services provider in Vietnam, servicing a comprehensive client base in one of Southeast Asia's fastest-growing economies and capital markets. Our clients comprise corporations, institutional investors, investment funds, government-owned companies, and individuals across different sectors, market segments and geographical locations. Our clients can consistently rely on our strengths in providing a vast array of integrated services which meet their financial and investment needs.

To serve the company's growth, we are looking for outstanding candidates for the following positions at the Ho Chi Minh City Headquarters.

**Position: Assistant to CEO**

- Job description**
- Reviews incoming and outgoing correspondence and materials directed to the CEO;
  - Independently researches and provides background material from a variety of sources to drafts and/or prepares correspondences / presentations for CEO's review;
  - Gathers all required reports from Heads of Departments, consolidate all of them (if needed) and submit to CEO in advance of meetings, or whenever required;
  - Co-ordinates meetings by arranging boardrooms, preparing agendas and support materials, and prepares, take notes and distributes meeting minutes;
  - Co-ordinate with other departments' coordinators to ensure that administrative office information and procedures are updated and complied with efficiently;
  - Develops and maintains administrative support systems and procedures for CEO;
  - Ensures travel and accommodation arrangements are made;
  - Ensures expense claims are accurate for CEO.

- Key capabilities**
- Good looking;
  - Modest, polite and professional style;
  - Fluent in English;
  - Presentable, friendly, good communication and ability to manage multiple tasks;
  - Self-motivated, flexible, respectful, honest and trustworthy;
  - Excellent interpersonal skill;
  - Proficiency in Ms. Office (Word, Excel, Power Point, ...).

- Educational Qualification**
- University degree or equivalent;
  - Minimum 3-year working experiences as an Assistant to CEO or Managing Director.

**Working Place** Head Office – Ho Chi Minh City

**Compensations:**

- Competitive salary, good working environment and benefit packages.

**Mail Application Materials to:****Ho Chi Minh City**

Human Resources Department  
Ho Chi Minh City Securities Corporation  
Level 1, 2 & 3 Capital Place Building  
6 Thai Van Lung St., District 1, HCM City  
Email: [recruitment@hsc.com.vn](mailto:recruitment@hsc.com.vn)

**Hanoi**

Administration Department  
Ho Chi Minh City Securities Corporation  
Hanoi Branch  
6 Le Thanh Tong St., Hoan Kiem Dist., Hanoi  
Email: [hanh.nb@hsc.com.vn](mailto:hanh.nb@hsc.com.vn)