



About Company

MediGroup Vietnam Ltd. has since 1995, been working in close partnership with the Vietnamese healthcare sector to support the constant strive for excellent healthcare.

MediGroup has established itself as a leading system solution provider within ultrasound and clinical diagnostic equipment and consumables. We are proud to work in close partnership including GE, Human GmbH, Radiometer ApS, Thermo Fisher Scientific Diagnostics, Stago and Sebia in Ho Chi Minh, Hanoi and Danang, and Phnompenh. Head Office: 10th Floor, E-town Central Building, 11 Doan Van Bo Street, District. 4, HCMC.

We are looking for Chief of Representative Office, Supporting Unit - Hanoi





Job Scope

- General management:**
- Manage the office with high ethical standards, and complying with all government regulations, company policies, regulations, processes, values, culture, ... and make sure the office run well as nature of business requirements and as agreed objectives;
 - Understand and assess local market conditions, work with GRD and BUDs to identify business opportunities for suggesting and supporting the business plan for the office;
 - Make sure all daily activities including: sales, service, delivery, customer service, human resources, administration run smoothly and support reaching company profitability goals;
 - Ensure the safekeeping of company assets, including structures, equipment, inventory and cash;
 - Suggest improvements to related processes.
- Running Business:**
- Work with the BUD/BUM to understand unit objectives and agree the related activities and action plan for weekly, monthly, quarterly and yearly execution and follow up
 - Work with BUM to lead the team to achieve team's objectives as agreed with related BUD;
 - Support business development by supporting related managers to:
 - *Understand market, clients and support sales team in daily issue as suggestion from BUM,*
 - *Provide training, coaching to sales, services and operations staffs as per actual needs and BUD/BUM expectation to help them achieve personal objectives as agreed with related BUD,*
 - *Ensure the customer complaints are solved and maintain the highest level of customer satisfaction with company business*
 - *Build good image of company, products and customer services,*
 - *Help to establish strong personal and professional relationships with Key Opinion Leaders, Decision makers and other VIP's in the DIA and US businesses.*
 - *Support the team as their/ company expectations in handling important deals and key clients*
 - *Involve in office issues and make sure the issues are handled and staffs are supported in the best way.*
- Finance:**
- Do monthly cash planning for the office;
 - Make sure the good financial status for office operation;
 - Control cost in line with regulations, agreed objectives and plans;
 - Arrange financial reporting as regulations.
- Admin & Human Resource:**
- Involve, when needed, in recruitment process;
 - Orientation training of all new employees;
 - Build good relationship with new staff, regular communicate and guide the new staff to make sure they can develop well with their job and having got good working attitude as company expectations;
 - Apply professional management by listening, active communication, understanding, support, feedback and motivation, to make sure staff learn and develop with the company. Ensure employees are committed with the company;
 - Frequently conduct one-on-one short talks with Staff on how they are doing and how the Chief Rep can support them in their job,
 - Ensure a professional service from HR and Administration to support the staff for doing a good job;
 - Make sure the company policy is strictly followed by all staff,
 - Report monthly attendance and also share staff expectations related to HR issues for supporting from Admin – HR;
 - Manage and develop Admin - HR staffs to provide the good services from back office to BU staffs.
 - Others duties from General Director or Group Director.
- Authorization:**
- On behalf of the company; meet clients to support business as agreed with related BUD/BUM
 - Sign contract for purchasing goods or services for office operations as per suggestion from BUMs or administration for their activities;
 - Approve office expenses for daily operation as confirmation from GRD/BUD/ or authorized person:
 - *Administration: office leasing, phone, stationeries, ink, drinking, car rental, cleaning, as per actual contract or not over vnd10.0M/case,*
 - *Approve for staffs travel expenses base on BUD/BUM approval for travelling with maximum limit vnd10.0M/case as per company policy and regulations,*
 - *Purchasing office machine: computers, office machines, ... as per approval from GRD,*
 - *Approve for gift, entertainment to client, team activities as per BUD/GRD approval,*
 - *Other cases as GRD approval.*
 - Report monthly or per case as per actual expenses needs.

Job Requirement

- University graduated;
- **At least 5 years' experience within business management, preferably in Medical Device/Pharmaceutical.**
- **Male/ Female from 30 – 45 years old;**
- Working skills:
- Good leadership, authority and motivation skills;
- Ability to create a workplace environment and culture that allows all employees to develop and excel in their jobs, good team spirit;
- Good training and coaching skills to help employees overcome weaknesses and improve;
- Ability to analyse and evaluate market,
- Decision making skills and structured follow up and control
- Excellent people skills to overcome internal and external difficult situations successfully;
- Good in daily operation management and problem-solving
- Ability to work independently and under high pressure.
- Fluent in both spoken and written English, good at PC skills (MS office).

Why Should You Apply?

-  Competitive Salary
-  Attractive Company Incentive
-  Healthcare for Employee
-  Domestic and Overseas Training Opportunity

How To Apply?



Send your updated CV to hr-recruitment@medigroupasia.com. Scan the QR code or visit career.medigroupasia.com for more information

