



## PR/094228 | Operations Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1541344

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 11:02

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**COMPANY OVERVIEW**

JAC's client is looking for Operations Manager

Supervisor: Director

Position Description: Office Manager

**JOB RESPONSIBILITIES**

- Be a bridge between the Vietnam office and London office for the optimisation of internal operations US-UK-VN.
- Facilitate effective connections between UK- Vietnam, ensuring all departments are connected and updated and working cohesive.
- Strengthen the company's organizational structure and culture.
- Support sales, operations, purchasing, logistics & production teams.
- Be responsible for HR Recruitment and Documentation
- Organize the Vietnam Office to be a professional working place adhering to all working regulations.
- In charge of all online sales orders.
- Control of website content and display in consultation with London.
- Organize product photoshoots with vendors, ensure photos are received within 1 week of photoshoot, manage products' photos for advertising, marketing and website.
- Oversee color swatch records for all collections & keep up to date records.

- In charge of sending color swatch boxes to suppliers and ensuring at least one set always remains at the TLC office.
- Support Purchasing Manager in monitoring product inventory levels in London and New York and ordering as necessary to maintain adequate stock in UK & US Warehouses.
- Control of carcass inventories and approved samples to be stored at the TLC warehouse in Binh Duong.
- Respond to UK office enquires regarding stock and carcasses in Vietnam and provide lead times for delivery to US/UK for products.
- Support to send overseas shipping quotes for UK office when required.
- Ensure Shipping Marks are correct before loading containers.
- Provide correct paperwork of UK/US shipments to Operations Director at least 3.5 weeks before container arrival date.
- Ensure Google sheets is being updated correctly and always has current information available to link UK & VN operations.
- In charge of Shipping/Logistics.
- In charge of database in Outlook.
- Coordinate with Production Director, Operations Director and London team to create agenda for weekly production plan
- Manage shared production calendar and notify team of deadlines.
- Facilitate and oversee PO (1-7) ship outs with local team.

Communication:

- Send weekly production meeting agenda 1 working day before production meeting to London team.
- Reply to all emails within 24 hours (where possible).
- As we have our office in the UK, some flexibility is required with the different time zones. Please be able to communicate sometimes during UK business hours.

Other:

- In charge of office paperwork, keeping all records updated and current.
- Updating the Price List with Finance Manager & distributing.
- Other duties as assigned by Director.

## **JOB REQUIREMENTS**

Experience:

- 5 years or more experience in operations management & office administration.
- Working experience with US, UK or Europe based companies is a PLUS.
- Have experience negotiating with various inter departments, suppliers, vendors and subcontractors.
- Human Resources experience.
- Experience working with government authorities for necessary paperwork is a PLUS.
- Experience in the use of Linnworks & ASANA Software.

(A plus but not essential as training can be provided)

- Experience in using the Shopify ecommerce system is a PLUS.

Skills and Abilities:

- Excellent English language – verbal and written.
- Excellent knowledge of Microsoft Office (Outlook, PowerPoint, Word and Excel)
- Excellent communication skills.
- Excellent organizational skills – Be able to self-motivate and have effective time management.
- Dynamic and enthusiastic personality.
- Excellent multi-tasking skills.
- Willing to have supplier meetings at the factories in Binh Duong.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN  
#cityhcm

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## **Company Description**