



PR/095222 | Project Management Lead cum CEO Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1560899

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 11:34

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

JAC's client, is the leading service provider in insurance and reinsurance brokerage, is looking for a Project Management Lead cum CEO Assistant

Location: Ho Chi Minh

Job Responsibilities

Project Management Lead

- Support the Country CEO in implementing and executing country-level business strategies, ensuring alignment with overall organizational goals and priorities.
- Collaborate with business leaders to drive strategic initiatives that strengthen client planning and help clients protect and grow their businesses.
- Lead cross-functional projects from initiation to execution, including acting as the primary liaison with external agencies to coordinate and deliver local training initiatives.

- Monitor and evaluate project performance using appropriate tools and metrics; identify variances, propose corrective actions, and ensure consistent communication with stakeholders.
- Build a robust fact base for Business Leaders through market research, competitor analysis, and evaluation of the organization's business model, structure, and performance.
- Track and monitor strategic initiatives to ensure goals and benchmarks are met, and facilitate reporting and measurement for enterprise-wide visibility.
- Prepare executive-level reports, presentations, and dashboards for both internal and external stakeholders.
- Research, coordinate, and consolidate business data to support the Country CEO in preparing materials for partners and stakeholders.
- Draft and disseminate key communications on behalf of the Country CEO, ensuring confidentiality and professionalism.
- Perform other tasks as assigned.

Executive Assistant to Executive Committee

- Act as a trusted advisor and operational partner to the Executive Committee, ensuring seamless coordination and communication.
- Manage ExCom meeting logistics including agenda preparation, minutes, and follow-up on action items.
- Serve as the liaison between the ExCom and internal/external stakeholders with discretion and professionalism.
- Provide administrative support such as calendar management, travel arrangements, and expense reporting.
- Draft high-level communications, briefing notes, and confidential documents on behalf of the CEO and ExCom.
- Perform other tasks as assigned.

Job Requirements

- Bachelor's degree in Business Administration, Management, or related field (Master's degree is a plus).
- At least 5 years in project management, strategic operations, or executive support (experience working with ExCom/C-suite executives is an advantage).
- Strong project management skills; PMP or CAPM certification preferred.
- Excellent written and verbal communication skills.
- Outstanding organizational, analytical, and time management abilities.
- Proven ability to manage multiple priorities in a fast-paced environment.
- High level of integrity, discretion, and professionalism in handling confidential matters.
- Proficiency in Microsoft Office Suite and project management tools.
- Strategic thinking, stakeholder engagement, problem-solving, adaptability, attention to detail, and follow-through.

Benefits

- Competitive salary and benefits package.
- Opportunity to contribute significantly to company growth and success.
- Work in a dynamic and fast-paced environment.

Interested applicants, click [APPLY NOW](#).

#LI-JACVN

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Company Description