



## 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**

December 16th, 2025 03:00

### 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