

# 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

November 18th, 2025 05:00

## 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