

JOB DESCRIPTION
(Effective Date: 20230809)

Company Name:	Shinhan Life Vietnam
Position Title:	Assistant Manager, Communication & FC Events
Team / Function	FC Channel
Reports to:	Head of FC Channel
Band/Grade	
Work Location:	Ho Chi Minh
Geographical Responsibilities:	Ho Chi Minh
Roles and Responsibilities <i>Describe specific key functions of the position or the essential areas of responsibilities, listing the most important first.</i> <i>Begin each statement with an action verb</i> <i>Describe what, how, and why role/responsibility is performed.</i> <i>Indicate average percentage of</i>	<p>Job Summary: The FC Channel Support role is responsible for helping and supporting the sales channel team to maximize sales and achieve business objectives. This position requires a strong understanding of the company's services, as well as excellent communication and organizational skills.</p> <p>Responsibilities:</p> <p>1. Sales support</p> <ul style="list-style-type: none"> - Provide support to the sales channel team by assisting with various tasks related to sales operations. (FC recruitment and onboarding support and report, communication channel management, FC Channel contract issue relevant task support...) - Code MoF, Avicad relevant tasks. - Design/Manage the design and production of FC channel inhouse marketing materials for inhouse event, contest... - Collaborates with other departments to plan and conduct channel in-

<i>time each responsibility takes.</i>	<p>house events as needed.</p> <p>2. Operational Support:</p> <ul style="list-style-type: none"> - Manage inventory of sales collateral materials such as brochures, catalogs, or promotional items. - Monitor inventory levels of office supplies and place orders when necessary. - Assist in coordinating office maintenance and repairs.
<p>Communication Requirements</p> <p>Internal</p> <p>External</p>	<p>Internal:</p> <p>External:</p>
<p>Minimum Job Requirements:</p>	<ul style="list-style-type: none"> - Bachelor's degree in public relations, Journalism, English, Communications or Marketing or relevant fields. - Excel in time management to prioritize tasks and work efficiently. - Ability to keep information confidential - Strong organizational and multitasking abilities.

Prepared by:

Agreed by:

[Hiring Manager's signature]

[Employee's signature]

Date:

The above statements are intended to describe the general nature and level of work being performed by incumbent assigned to the job. They are not intended to be an all-encompassing list of all responsibilities, duties and skills required of incumbent so classified. Reasonable accommodation to essential functions of the job will be made if appropriate.