

JOB DESCRIPTION
(Effective Date: 20230809)

Company Name:	Shinhan Life Vietnam
Position Title:	Senior Officer, Assistant to Head of FC Channel
Team / Function	FC Support
Reports to:	Head of FC Channel (CAO)
Band/Grade	
Work Location:	Ho Chi Minh
Geographical Responsibilities:	Ho Chi Minh
<p>Roles and Responsibilities <i>Describe specific key functions of the position or the essential areas of responsibilities, listing the most important first.</i></p> <p><i>Begin each statement with an action verb</i> <i>Describe what, how, and why role/responsibility is performed.</i></p> <p><i>Indicate average percentage of time each responsibility</i></p>	<p>Job Summary: The CAO Assistant provides high-level administrative support to the Chief of Agency Officer (CAO). This role requires exceptional organizational skills, attention to detail, and the ability to handle confidential information with discretion. The CAO Assistant acts as a liaison between the CAO and other executives, staff members, and others.</p> <p>Responsibilities:</p> <p>1. Administrative Support: Provide comprehensive administrative support to the CAO, including managing calendars, scheduling meetings, arranging travel, preparing correspondence, and maintaining files and records. Handle incoming calls and inquiries, prioritize them appropriately, and ensure timely responses.</p> <p>2. Communication and Coordination: Act as a primary point of contact for internal and external parties seeking access to the CAO. Coordinate communication between the CAO and various departments within the organization, ensuring effective information flow. Prepare reports, presentations, and other documents as required.</p>

<p>takes.</p>	<p>3. Meeting Management: Assist in organizing meetings, conferences, and events involving the CAO. Prepare meeting agendas, coordinate logistics, take minutes, and follow up on action items. Ensure that all necessary materials are prepared in advance and distributed to participants.</p> <p>4. Project Support: Provide project management support by assisting in planning, monitoring progress, tracking deadlines, and coordinating activities across different teams or departments. Collaborate with other assistants or team members to ensure seamless execution of projects.</p> <p>5. Confidentiality: Handle sensitive information with utmost confidentiality and discretion. Maintain confidentiality of documents, discussions, decisions, and any other information related to the CAO's office.</p>
<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 business administration, communications, or a related field (or equivalent experience). - Proven experience as an executive assistant or in a similar role supporting senior-level executives. - Ability to handle multiple tasks simultaneously and prioritize effectively.

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.