

## JOB DESCRIPTION

### General Information:

Job Title : General Director  
Company Name : Indochina Vanguard Hotels Vietnam Co., Ltd  
Working Location : Hanoi  
Salary Range : Negotiable  
Reporting line : The Board of Directors of Indochina Vanguard Hotels Vietnam Co., Ltd

### Job Summary

Under the direct supervision of The Chairman of Members' Council and The Board of Directors of Indochina Vanguard Hotels Vietnam Co., Ltd ("Company"), the General Director will take responsibility for the coordination, management and follow-up on all the administrative and financial aspects of the company, and for meeting all its operational and financial goals.

### Key Responsibilities

#### Financial Management:

- Formulate annual budgets for the Company, to be approved by the board, establish appropriate internal financial controls, and report regularly on implementation.
- Monitor the financial operations of the Company.
- Ensure an up to date Company cash flow projections.
- Monitoring Company expenses and measuring variances to budget.
- Liaise with the Tax Authorities on all tax matters.
- Control and ensure that business practices, operations and transactions are strictly complied with Vietnamese law.

#### Administration Management:

- Take in charge of daily operation of the business; ensure the good internal environment for project development.
- To prepare reports on the Company's business as required and directed by the board.
- Serve as the principle representative of the Company to contact key stakeholders and other specific partners including local government authorities.
- Make sure at all times that the Company is operating under all required licenses and permits.
- Work to integrate and facilitate existing shareholder departments/divisions/capabilities to optimize

existing resources and thereby reduce direct management overhead costs.

- Provide leadership for the team as well as and create an environment of shared responsibilities and commitment to a common vision.
- Perform any other duties which may be assigned by the management from time to time ensuring the Company's policy related to governance and compliance is adhered to.

#### **Qualifications & Experience**

- Strong back-ground in financial management and administration;
- Bachelor's degree, masters preferred, in related field;
- At least 5 years working experience in a large foreign company, more than four years of senior management experience;
- Proficiency in written and verbal English;
- Excellent communication and presentation skills, both written and verbal;
- Strong quantitative and analytical financial skill set;
- Strong motivational, innovative, and interpersonal skills;
- Proven ability to multi-task and operate successfully under tight deadlines and time pressures;
- Proven leadership ability to influence, develop, and empower employees to achieve objectives with a team approach;
- Demonstrate time management skills.

#### **Benefits**

- As per company's policies