

Together we progress



RHB Securities

Head of Operation

Job Description

- ✓ To implement the operational plan, policies and short & long term objectives for the company as per approved by the Members Council or RHBIB Board, formulate future strategic objectives of the Company.
- ✓ To oversee, evaluate the Company Department's operation, to establish goals and targets for each department to ensure the achievement of the Company's overall goals.
- ✓ To monitor to ensure that all financial and non-financial reporting requirements are met on a timely and regular basis.
- ✓ To supervise and develop operational procedure and regulations for the company and each departments. Ensuring the management system is updated and operates effectively.
- ✓ To establish and maintain a high-performance culture through effective performance management, communication and staff training as well as internal and external relationships that related to the business process of the Company to foster a favorable condition for business.
- ✓ Responsible for developing and implementing reporting system for the General Director and Members Council according to the company's regulations.
- ✓ To work closely with the Board of Directors and the respective departments to ensure full effectiveness of Company.

Requirements

- ✓ Bachelor's Degree in Business Administration, Accounting or relevant disciplines.
- ✓ High level of English communicative (spoken and written) skills.
- ✓ At least 5 years working experience in a securities company and exposed to multi facet areas so as to be able to carry out multi-tasking.
- ✓ Computer Skills; good report writing skills
- ✓ Be self-motivated and ability to work independently with a high level of professional integrity and ethics
- ✓ Good interpersonal skills and the ability to work with all levels of staff
- ✓ Preferably holding Securities Practicing Certificate

Benefits

- ✓ Negotiable salary
- ✓ Insurance coverage according to applicable Law
- ✓ Meal allowance
- ✓ Performance Bonus etc.

RHB Securities Vietnam Company Limited

Visit us: www.rhbsecurities.vn

Level 15, IDMC My Dinh Building, No 15 Pham Hung Street,
My Dinh 2 Ward, Nam Tu Liem District, Hanoi

Send your CV to:

Email: rhbib.vn.hr@rhbgroup.com

Or Contact us:

Tel: 0243.944.6066 / Mobile phone: 0915.936.456