

## JOB DESCRIPTION

- **Administration (with coordination from General Admin)**
  - Arrive on time and review office conditions (equipment, ACs, general order).
  - Monitor office materials such as profiles, name cards, and printed documents; reorder when necessary.
  - Act as liaison between project teams and admin for payment, project, and design schedule matters.
  - Monitor cash flow and report to the BOD on collection projections, expected receipt dates, and payment status.
  - Control and review monthly office expenses.
  - Prepare semi-annual and annual financial reports as required.
  - Draft or review project contracts and report to the BOD before signing.
- **HR & Office Coordination**
  - Observe office atmosphere, staff interaction, and workflow.
  - Report to the BOD on conflicts or signs of stress due to workload or deadlines.
  - Record general working attitude and performance for contract renewal purposes.
  - Support the BOD in maintaining salary structure.
  - Organize company activities and gatherings as requested by the BOD.
  - Organize annual company trips, including logistics such as meals and accommodation.
  - Assist in profit-sharing procedures.
- **Business Developer**
  - Receive and review RFPs from clients (via personal or info@lj-g.com email).
  - Check incoming emails from info@lj-g.com (with admin support); verify with ITM for security issues.
  - Analyze RFPs (scope, design schedule, fee inclusions/exclusions, etc.) and report to the BOD.
  - Prepare and send fee proposals (InDesign files), RFIs, and TCQs to clients.
  - Maintain communication with clients (calls, messages, and emails).
  - Participate in events, workshops, and networking activities.
  - Keep track of industry updates, market trends, and other offices' work.
  - Coordinate with the team to release project photos and content (concepts, materials,..)

## JOB REQUIREMENTS

- Bachelor's degree in Business, Marketing, Economics, or related fields.
- Proven experience in Business Development, Sales, or Account Management.
- Strong communication, negotiation, and presentation skills.
- Ability to build rapport and maintain long-term client relationships.
- Self-motivated, proactive, and target-oriented.
- Good command of English is a plus.

## JOB DESCRIPTION

### BUSINESS DEVELOPER

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## BENEFITS

- Competitive salary
- Social and health insurance according to Vietnamese labor law.
- Private health insurance
- Annual performance review and promotion opportunities.
- Dynamic, supportive, and international working environment.
- Company trips and other employee benefits.

## JOB DESCRIPTION

- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting, tax policy and regulations.
- Complies with financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.
- Controls cash book, account payable and receivable
- Project account:
  - Prepares and issues proposal, contract and Invoice to clients
  - Runs cash flow report of projects.
  - Prepares detailed construction cost for each project and the project finance reports.
  - Manages incomes and expenditures of each project.
  - Controls and manages subcontractors and supplier's orders, contracts, payments
- Administrative tasks
- Other tasks as requested by Managers.

## JOB REQUIREMENTS

- Graduate College or University in accounting and finance, corporate finance, banking and finance. Candidate who graduated in accounting and finance are preferable.
- 02 years of work experience.
- Carefulness, honesty, meticulousness.
- Ability to read and understand financial statements, financial reports, project reports.
- Proficiency in using Excel, Work, Power Point, especially accounting software.
- Strong English skills.
- Teamwork and the ability to work independently.

## JOB DESCRIPTION

### ACCOUNTANT

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#### BENEFITS

- Negotiable salary.
- Salary review every year bases on staff performance.
- 13th month basic salary according to the company's finance.
- 25 days leave per year (including: 12 vacation, 10 holiday and 3extra days)
- Have the opportunity to maximize and develop the ability in an energetic, professional and competitive working environment.