

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

EXECUTIVE ADMIN/OFFICE MANAGER

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JOB DESCRIPTION

- Project account:
 - Prepares and issues fee proposal, contract and Invoice to clients
 - Runs cash flow report of projects.
 - Controls and manages subcontractors and supplier's orders, contracts, payments
- Administrative and Human resources tasks
- Keep track and update account transactions by entering account report.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Oversee monthly office expenses and prepare the required semi-annual and annual financial reports.
- Prepares payments by verifying documentation and ensure compliance with project's contract.
- 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.
- Controls cash book, account payable and receivable.
- Other tasks as requested by Managers.

JOB REQUIREMENTS

- Candidate who graduated in finance, business administration or accounting are preferable.
- At least 02 years of work experience.
- Carefulness, honesty, meticulousness, self-disciplined
- Ability to read and understand financial statements, financial reports, project reports.
- Proficiency in using Excel, Word, Power Point, especially accounting software.
- Strong English skills.
- Teamwork and the ability to work independently.

BENEFITS

1. Negotiable salary.
2. Salary reviews every year bases on staff performance.
3. 13th month basic salary according to the company's finance + bonus based on performance.
4. 14 days annual leave per year + public holidays as regulation.
5. Have the opportunity to maximize and develop the ability in an energetic, professional and competitive working environment.