01 MANAGEMENT ASSISTANT

EXECUTIVE & GLOBAL BUSINESS SUPPORT

The CEO's right hand. A global 0-to-1 co-pilot.

— wear many hats ↘

WHO WE ARE

A leading supplier of vegan leather and upholstery fabric, based in Vietnam for 10+ years. Serving 1,000+ factories across furniture, automotive, footwear, bags, and projects — both domestic and international.

WE'RE LOOKING FOR

We're looking for a contributor with an open mindset — someone who cares about premium quality and partnership, adopts modern tools (including AI) to work smarter, and wants to do work that genuinely matters. You'll join a flat, kind, ambitious team building a global premium materials supplier from Vietnam — with hands-on exposure to the textile and vegan leather industry, our international "0 → 1" business, and the chance to grow alongside the company.

ABOUT US

Zero bureaucracy, pure impact. We are a dynamic, flat-structured team where titles matter less than impact. We aren't just "doing a job" — we are building a business to create genuine value for our customers and society, and our international business is in its exciting "0 → 1" phase. Be Kind · Do Good.

→ WHAT YOU'LL DO

THE MANAGER'S RIGHT HAND

Accompany the CEO on local and international client visits and team-building, assist with daily executive duties, and act as a reliable sounding board.

INTERNAL HUB & CULTURE BUILDER

Drive seamless cross-functional coordination (product, sales, operations) and organize team-building events that keep our team energized and aligned.

- **GLOBAL "0-TO-1" PIONEER**

  Support the launch of our international operations — from initial market research and business correspondence to tracking and client relationship management.

- **EXECUTIVE SUPPORT**

  Handle transnational meetings, travel arrangements, and admin tasks, always executing with a “CEO mindset.”

→ WHO YOU ARE

- **EXTREME OWNERSHIP**

  Our #1 requirement. You think like a partner — not a passive employee. You proactively solve problems and treat the business as your own. This is a long journey with challenges — PERSISTENCE is the key.

- **ULTIMATE MULTI-TASKER**

  You thrive in a dynamic environment — comfortable switching gears from planning a team lunch to preparing a global partnership contract.

- **GLOBAL & LOCAL COMMUNICATOR**

  Fluent English (ready for international business) and highly proficient in Vietnamese (essential for internal team coordination).

- **EXPERIENCE**

  Bachelor's degree. 1–3 years of experience, or highly driven fresh graduates. Pragmatic, grounded, aligned with our long-term mission.

→ WHAT WE OFFER

- Competitive, negotiable compensation — base salary + project incentives + 13th-month salary + annual performance bonus. Your hard work directly equals income.
- Grow with the team and business — as you help build the international department, your career scales with it. Clear pathway to management roles.
- Vibrant, zero-drama culture alongside smart, driven peers in a flexible work environment.
- Statutory insurance, paid annual leave, regular team-building events, and an endless supply of snacks and drinks.

WORKING HOURS Monday–Friday 8:00 AM – 5:00 PM, plus Saturday mornings — with one Saturday-afternoon meeting per month.

APPLY ONLINE ↗

vietkai.com/careers

OR CONTACT DIRECTLY

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WORKPLACE

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