



# 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.

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### ■ 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.

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### ■ EXECUTIVE SUPPORT

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

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## → WHO YOU ARE

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### ■ 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.

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### ■ ULTIMATE MULTI-TASKER

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

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### ■ GLOBAL & LOCAL COMMUNICATOR

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

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### ■ EXPERIENCE

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

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## → WHAT WE OFFER

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■ Competitive, negotiable compensation — base salary + project incentives + 13th-month salary + annual performance bonus. Your hard work directly equals income.

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■ Grow with the team and business — as you help build the international department, your career scales with it. Clear pathway to management roles.

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■ Vibrant, zero-drama culture alongside smart, driven peers in a flexible work environment.

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■ Statutory insurance, paid annual leave, regular team-building events, and an endless supply of snacks and drinks.

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

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APPLY ONLINE ↗

[vietkai.com/careers](https://vietkai.com/careers)

OR CONTACT DIRECTLY

**MR. GARY (CEO)**

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WORKPLACE

Midtown, Phú Mỹ Hưng — Quận 7, HCMC · (relocating to Q.10/Q.11 within 1 month)

[vietkai.com](https://vietkai.com)

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