

JOB DESCRIPTION

Position: IT Governance

Department: IT Division

Report to: Senior Manager

About us:

KIS Vietnam Securities Corporation (KIS Vietnam) was established in December 2010 and is a member of Korea Investment Holdings (KIH) - one of the leading financial groups in Korea. As the local securities arm of Korea Investment & Securities (KIS), the largest securities company in Korea by equity, KIS Vietnam has continuously expanded its presence and strengthened its position in the Vietnamese capital market.

With a charter capital of VND 4.55 trillion, KIS Vietnam is proudly recognized as one of the Top 10 securities companies by brokerage market share on the Ho Chi Minh Stock Exchange (HOSE). The Company provides a comprehensive range of financial services, including securities brokerage, margin lending, institutional services, derivatives trading, and investment banking, delivering innovative financial solutions to both individual and institutional clients.

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Link: <https://kisvn.vn/>

Responsibilities:

1. Support IT Process Development and Standardization

- Participate in developing and standardizing IT governance processes, policies, and guidelines.
- Collaborate with relevant departments to establish IT management processes aligned with company operations.
- Update and improve processes based on operational practices and compliance requirements.

2. Support IT Compliance Monitoring

- Assist in monitoring compliance with internal IT policies and regulations.
- Review system operations to ensure compliance with security standards and internal regulations.
- Identify non-compliance issues and propose improvement solutions.

3. Support IT Risk Management and Internal Control

- Participate in risk assessments related to IT systems and processes.
- Support the development of control measures to mitigate risks related to systems and data.
- Coordinate with relevant departments to improve IT internal control activities.

4. Support Audit and Reporting Activities

- Assist in preparing documentation and coordinating with teams during internal or external IT audits.
- Consolidate and prepare reports related to IT compliance, IT risks, and process performance.

5. Promote IT Compliance Awareness

- Support the development of guidelines and internal communication materials related to compliance and information security.
- Participate in activities that enhance IT compliance awareness within the organization.

6. Other Duties

- Perform other tasks assigned by the direct manager.

Requirements:

- Bachelor's degree in Information Technology, Information Security, Risk Management, or related fields.
- Basic understanding of IT Governance, IT Risk Management, and IT Internal Control.
- Knowledge of frameworks such as ISO 27001, COBIT, ITIL, and SSC regulations is an advantage.
- 1–2 years of experience in areas such as IT Governance, IT Compliance, IT Risk, IT Audit, or Business Analyst / PMO related to IT processes.
- ***This position requires relevant working experience; fresh graduates or candidates without related experience are kindly advised to consider carefully before applying.***
- Strong process analysis and process development skills, with the ability to review and improve internal processes.
- Strong reporting, documentation, and information consolidation skills.
- Good communication and collaboration skills, with the ability to work effectively with multiple departments.
- Systematic thinking, attention to detail, and strong analytical mindset.
- Experience working in Finance, Banking, Insurance, or other regulated industries is a plus.
- Experience participating in IT process development or standardization projects is a plus.
- Suitable for candidates with 1–2 years of experience who want to pursue a career in IT Governance and contribute to building an IT governance framework from an early stage.

Benefits:

- Competitive salary based on experience and capabilities.
- 13th-month salary and attractive annual performance bonus.
- Monthly awards for outstanding employees.
- Social insurance contributions based on full salary.
- Individual health insurance card (if eligible).
- Free parking for all employees and phone allowance (if eligible).
- Quarterly team-building allowances for each department.
- Opportunity to visit the company's headquarters in South Korea for top-performing employees.
- 100% tuition support for professional certifications (brokerage, analysis, fund management), language courses, and specialized training programs.
- Direct training and mentorship from experienced industry professionals.
- Opportunities to participate in workshops and professional events to enhance knowledge and stay updated on market trends.
- Expand your professional network and build a long-term career in the securities industry.

- Annual health check-ups, company trips, and other employee engagement activities.

Working time and location:

- Time: Mon to Fri, 8AM-5PM
- Location: Level 3, TNR building, 180-192 Nguyen Cong Tru, Ben Thanh Ward, HCMC

How to apply: Interested candidates are invited to submit CV in English to: **mai.nguyen@kisvn.vn**

For further information or inquiries, please contact: +84 305 307 675 (Mai) via phone, Zalo, Viber, or WhatsApp. Thanks for your interest.

JOB DESCRIPTION

Position: Online Business

Department: Marketing

Report to: Online Business Team Leader

About us:

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Link: <https://kisvn.vn/>

Responsibilities:

- Contact and introduce KIS's products, services, and promotional programs to potential clients generated from available data sources through Digital Marketing channels (Facebook, Google, landing pages, etc.).
- Conduct telesales to activate client accounts, encourage trading activities, and increase service utilization.
- Guide clients on account opening procedures, trading platform usage, and participation in the company's investment communities.
- Manage and engage with clients through online communities (Facebook groups, Zalo groups, etc.); update market information based on research reports and recommendations from the Research Department.
- Build and maintain strong relationships with clients through online channels to enhance trading experience and increase trading frequency.
- Collaborate with internal teams such as Research, Marketing, Digital Marketing, and Product Development to update market information, new campaigns, and investment ideas for clients.
- Monitor and analyze client trading behavior to identify opportunities for more effective client engagement and service strategies.
- Introduce and cross-sell other financial products and services that suit clients' investment needs.

- Perform other tasks as assigned by the manager.

Requirements:

- Bachelor's degree in Finance, Economics, Securities, Business Administration, Banking, or related fields.
- At least 2 years of experience in sales or customer service in financial services or related industries (securities, insurance, banking, investment funds, fintech, consumer finance, etc.).
- Strong communication and persuasion skills, with the ability to build and maintain client relationships.
- Ability to explain financial products clearly and confidently to clients.
- Proactive, results-oriented, and comfortable working in a performance-driven environment.
- Passionate about learning stock market knowledge, investment concepts, and financial products.
- Good teamwork and collaboration skills to work effectively with internal departments.
- Experience in telesales or online client consulting is a plus.
- Basic knowledge of the stock market, fundamental or technical analysis, or familiarity with Digital Marketing / online community management is an advantage.
- Securities Brokerage License is a plus.

Benefits:

- Competitive salary based on experience and capabilities.
- 13th-month salary and attractive annual performance bonus.
- Monthly awards for outstanding employees.
- Social insurance contributions based on full salary.
- Individual health insurance card (if eligible).
- Free parking for all employees and phone allowance (if eligible).
- Quarterly team-building allowances for each department.
- Opportunity to visit the company's headquarters in South Korea for top-performing employees.
- 100% tuition support for professional certifications (brokerage, analysis, fund management), language courses, and specialized training programs.
- Direct training and mentorship from experienced industry professionals.
- Opportunities to participate in workshops and professional events to enhance knowledge and stay updated on market trends.
- Expand your professional network and build a long-term career in the securities industry.
- Annual health check-ups, company trips, and other employee engagement activities.

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JOB DESCRIPTION

Position: IT Business Operation Development Associate

Division: IT

Report to: Senior Manager

About us:

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Link: <https://kisvn.vn/>

Responsibilities:

- Receive and clarify changes/requests: Gather information from regulatory bodies, exchanges, or internal departments; define objectives, scope, target audience, effective dates, expected outcomes, and relevant stakeholders.
- Analyze regulations and assess business impact: Research regulations and policies; summarize content into internal terminology; identify business processes that may be affected.
- Clearly distinguish between current processes ("As-is"), target processes ("To-be"), and the gaps that need to be addressed.
- Design cross-departmental business processes: Define the specific roles of each relevant department within the business process.
- Develop, update, and manage version control for business documents, processes, work instructions, and forms.
- Coordinate implementation and readiness: Collaborate closely with other teams/departments to ensure all members clearly understand business requirements. Align on implementation plans, monitor progress, gather feedback, and ensure stakeholder coordination to successfully launch the product/process as required.
- Perform other ad-hoc tasks as assigned.

Requirements:

- University degree in Finance, Banking, Securities, Economics, Business Administration, Information Systems, Information Technology, or a related field.
- Minimum of 2 years of experience in business analysis or cross-departmental roles. Preference given to candidates with experience at securities firms, banks, fintech companies, stock exchanges, or depository/clearing centers.
- Experience in interpreting legal documents/regulations and translating them into implementation documentation is a significant advantage.
- Strong skills in interviewing and producing clear, logical, and well-structured documentation.
- Proficiency in Microsoft Word, Excel, and PowerPoint; familiarity with modeling tools such as Draw.io, Visio, or BPMN is an advantage.
- Ability to use Jira, Confluence, or equivalent task and document management tools.
- Ability to read and comprehend English-language documents related to finance/securities and regulations; presentation skills in English are an advantage.
- Ability to work independently and collaborate effectively within a multi-departmental environment involving complex interdependencies.

Benefits:

- Salary range: Negotiable
- Competitive salary based on experience and capabilities.
- 13th-month salary and attractive annual performance bonus.
- Monthly awards for outstanding employees.
- Social insurance contributions based on full salary.
- Individual health insurance card (if eligible).
- Free parking for all employees and phone allowance (if eligible).
- Quarterly team-building allowances for each department.
- Opportunity to visit the company's headquarters in South Korea for top-performing employees.
- 100% tuition support for professional certifications (brokerage, analysis, fund management), language courses, and specialized training programs.
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MÔ TẢ CÔNG VIỆC

Vị trí: Chuyên Viên Môi Giới Chứng Khoán

Phòng ban: Khối Môi Giới

Báo cáo cho: Trưởng Nhóm Môi Giới

Về chúng tôi: Công ty Cổ phần Chứng khoán KIS Việt Nam (KIS Vietnam) được thành lập vào tháng 12 năm 2010 bởi Korea Investment & Securities Co., Ltd. (KIS), Tập đoàn Dệt May Việt Nam và các cổ đông khác. KIS Korea đã góp 48,8% vốn vào KIS Vietnam vào tháng 11 năm 2010 và chính thức nâng tỷ lệ sở hữu lên 92,3% vào tháng 01 năm 2014. Đến tháng 06 năm 2021, KIS Vietnam đã tăng vốn điều lệ lên 3.761 tỷ đồng.

KIS Vietnam là công ty chứng khoán tại Việt Nam thuộc Korea Investment & Securities – công ty chứng khoán lớn nhất Hàn Quốc tính theo vốn chủ sở hữu¹. KIS Vietnam cung cấp đa dạng các dịch vụ tài chính bao gồm môi giới chứng khoán, cho vay ký quỹ, dịch vụ khách hàng tổ chức, chứng khoán phái sinh và ngân hàng đầu tư.

Chúng tôi tự hào là một trong những công ty uy tín trên thị trường tài chính Việt Nam và tin rằng đội ngũ nhân sự chính là yếu tố then chốt tạo nên uy tín và thành công của KIS Vietnam.

Website: <https://kisvn.vn/>

Trách nhiệm công việc:

- Chủ động tìm kiếm, phát triển khách hàng mới và mở rộng tệp khách hàng giao dịch chứng khoán, tập trung gia tăng giá trị giao dịch, phí ròng và doanh thu cá nhân.
- Tư vấn sản phẩm và chiến lược đầu tư phù hợp, thúc đẩy hoạt động giao dịch và tối ưu hiệu quả danh mục cho khách hàng.
- Xây dựng, duy trì và phát triển quan hệ khách hàng, đảm bảo gia tăng tần suất giao dịch và mức độ gắn kết lâu dài.
- Theo dõi sát diễn biến thị trường, chủ động cập nhật cơ hội đầu tư và khuyến nghị giao dịch nhằm thúc đẩy doanh số.
- Hỗ trợ khách hàng trong quá trình giao dịch, quản lý danh mục và kiểm soát rủi ro đầu tư.
- Chủ động khai thác khách hàng tiềm năng thông qua các kênh trực tuyến, mạng xã hội, sự kiện và hoạt động cá nhân nhằm mở rộng nguồn khách hàng.
- Phát triển và quản lý mạng lưới cộng tác viên; đào tạo và thúc đẩy hoạt động nhằm mở rộng nguồn khách hàng và gia tăng doanh số giao dịch.
- Nhạy bén với xu hướng thị trường, chủ động triển khai các ý tưởng kinh doanh sáng tạo trên nền tảng mạng xã hội (TikTok, Facebook, livestream...) để thu hút, nuôi dưỡng và chuyển đổi khách hàng thành doanh thu.
- Phối hợp với các bộ phận liên quan nhằm nâng cao trải nghiệm khách hàng và hiệu quả kinh doanh.
- Tham gia các chương trình đào tạo, thi đua kinh doanh và các hoạt động thúc đẩy doanh số của Công ty.

Yêu cầu:

- Tốt nghiệp đại học trở lên chuyên ngành Tài chính, Ngân hàng, Kinh tế hoặc các lĩnh vực liên quan.
- Có tối thiểu 01 năm kinh nghiệm trong lĩnh vực kinh doanh/sales, ưu tiên các mảng tài chính (chứng khoán, ngân hàng, bảo hiểm, quỹ đầu tư, công nghệ tài chính, tài chính tiêu dùng) hoặc các ngành dịch vụ cao cấp (du lịch, ô tô, bất động sản, hàng xa xỉ...).
- Có sẵn tệp khách hàng tiềm năng (đặc biệt phân khúc khách hàng giá trị cao) là lợi thế; có khả năng chuyển đổi khách hàng sang kênh đầu tư chứng khoán.
- Định hướng kinh doanh rõ ràng, đam mê lĩnh vực chứng khoán và mong muốn gắn bó lâu dài.
- Tư duy kinh doanh dựa trên kết quả; có khả năng làm việc với chỉ tiêu doanh số và chịu áp lực cao để đạt mục tiêu.
- Kỹ năng giao tiếp, đàm phán và xây dựng quan hệ khách hàng tốt; chủ động trong việc tìm kiếm và phát triển khách hàng.
- Có tư duy phát triển khách hàng trên nền tảng số; biết khai thác các kênh mạng xã hội (TikTok, Facebook, livestream...) để tìm kiếm và chuyển đổi khách hàng là lợi thế lớn.
- Nhạy bén với xu hướng thị trường, có khả năng đề xuất và triển khai các ý tưởng kinh doanh nhằm gia tăng doanh thu.
- Tiếng Anh là lợi thế.
- Trung thực, có trách nhiệm, tuân thủ quy định và cam kết bảo mật thông tin.

Quyền lợi:

- Thu nhập không giới hạn, bao gồm lương cứng và hoa hồng cạnh tranh, hấp dẫn.
- Lương tháng 13 và thưởng hiệu quả công việc hàng năm.
- Giải thưởng hàng tháng, quý, năm dành cho môi giới có kết quả kinh doanh nổi bật.
- Đóng bảo hiểm xã hội theo mức lương đầy đủ, cấp thẻ bảo hiểm sức khỏe cá nhân (nếu đủ điều kiện).
- Miễn phí gửi xe cho toàn bộ nhân viên và phụ cấp điện thoại (nếu đủ điều kiện).
- Ngân sách team building hàng quý cho từng phòng ban.
- Nhân viên xuất sắc có cơ hội tham quan trụ sở chính tại Hàn Quốc, với các chuyến đi được tổ chức hàng năm (02 lần/năm).
- Hỗ trợ 100% học phí cho các chứng chỉ chuyên môn (môi giới, phân tích, quản lý quỹ), khóa học ngoại ngữ và các chương trình đào tạo chuyên sâu hàng năm.
- Được đào tạo và hướng dẫn trực tiếp bởi các chuyên gia giàu kinh nghiệm trong ngành.
- Cơ hội tham gia các hội thảo và sự kiện chuyên môn để cập nhật kiến thức và xu hướng thị trường.
- Mở rộng mạng lưới quan hệ chuyên nghiệp và phát triển sự nghiệp lâu dài trong ngành chứng khoán.
- Khám sức khỏe định kỳ hàng năm, du lịch công ty và nhiều hoạt động gắn kết nội bộ khác (CEO Dinner, Pizza time, team building,...).
- Tham gia các chương trình thúc đẩy doanh số với cơ chế thưởng cạnh tranh, ghi nhận xứng đáng theo kết quả kinh doanh.

Thời gian và địa điểm làm việc:

- Thời gian: Thứ Hai – Thứ Sáu, 8:00 – 17:00
- Địa điểm:
 - Tầng 3 – Tầng 13, Tòa nhà TNR, 180–192 Nguyễn Công Trứ, Phường Bến Thành, TP. Hồ Chí Minh
 - Lầu 03, 62A Phạm Ngọc Thạch, Quận 3, Tp. Hồ Chí Minh
 - Tầng 2, Tháp 1 toà nhà Capital Place, số 29 Liễu Giai, phường Ngọc Khánh, quận Ba Đình, Hà Nội
 - Tầng 8 toà nhà Vietbank Office, 70-72 Bà Triệu, phường Hàng Bài, Quận Hoàn Kiếm, Thành phố Hà Nội
 - Tầng 8, toà nhà Vinaconex, số 34 Láng Hạ, phường Láng Hạ, quận Đống Đa, Hà Nội

Cách thức ứng tuyển: Ứng viên quan tâm vui lòng gửi CV bằng tiếng Anh về: mai.nguyen@kisvn.vn

Để biết thêm thông tin, vui lòng liên hệ: +84 305 307 675 (Ms. Mai) qua điện thoại, Zalo, Viber hoặc WhatsApp.

JOB DESCRIPTION

Position: Covered Warrant Specialist (CW Specialist)

Department: Derivatives Solution

Report to: Senior Manager

About us:

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Responsibilities:

- Prepare issuance dossiers, IPO documentation, and legal materials related to Covered Warrants (CW).
- Monitor and update relevant regulations, legal requirements, and market developments affecting Covered Warrant products.
- Act as the key contact point and coordinate with regulatory authorities, stock exchanges, depository institutions, and partner banks regarding Covered Warrant activities.
- Maintain and update Covered Warrant information on the company website and internal systems.
- Support the organization of seminars, investor education programs, and promotional activities for Covered Warrant products.
- Coordinate with internal departments to ensure the smooth execution of issuance, listing, and post-listing activities.
- Prepare reports, presentations, and other supporting materials related to Covered Warrant products and business initiatives.
- Assist in product development projects and perform other related assignments as required.

Requirements:

- Bachelor's degree in Finance, Securities, Banking, Economics, Law, or other related fields.
- Fresh graduates and candidates who have completed all graduation requirements and are awaiting official degree issuance are welcome to apply.
- Strong document drafting and administrative skills with high attention to detail.
- Good communication and interpersonal skills, with confidence in presentations and stakeholder engagement.
- Proficiency in Microsoft Excel and Word.
- Strong willingness to learn and develop a long-term career in the securities and capital markets industry.
- Proactive, responsible, and able to work effectively both independently and as part of a team.

Benefits:

- Competitive salary based on experience and capabilities.
- 13th-month salary and attractive annual performance bonus.
- Monthly awards for outstanding employees.
- Social insurance contributions based on full salary.
- Individual health insurance card (if eligible).
- Free parking for all employees and phone allowance (if eligible).
- Quarterly team-building allowances for each department.
- Opportunity to visit the company's headquarters in South Korea for top-performing employees.
- 100% tuition support for professional certifications (brokerage, analysis, fund management), language courses, and specialized training programs.
- Direct training and mentorship from experienced industry professionals.
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JOB DESCRIPTION

Position: Equity Research Analyst (4 headcounts)

Department: Research

Report to: Senior Manager

About us:

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Link: <https://kisvn.vn/>

Responsibilities:

- Conduct comprehensive research and analysis on macroeconomic trends, industry dynamics, and company-specific fundamentals, with a primary focus on financial institutions (e.g., securities firms, banks, asset management companies), covering both listed and unlisted entities.
- Develop financial models, perform valuation analyses, and generate investment insights and recommendations.
- Analyze financial statements, assess earnings quality, profitability drivers, asset quality, and key risk factors to formulate well-grounded investment views.
- Prepare in-depth research reports, sector updates, and thematic reports, as well as high-quality presentation materials to effectively communicate investment ideas to internal stakeholders and external clients.
- Monitor market movements, track news flow, regulatory changes, and industry developments; proactively update models, assumptions, and recommendations accordingly.
- Participate in client meetings, roadshows, and company visits when required; support the presentation of research findings and respond to client inquiries in a professional manner.
- Collaborate closely with Sales, Investment Banking, and other internal teams to provide analytical insights and support business development activities.
- Perform other ad-hoc analysis and tasks as assigned by the Team Leader or Head of Department.

Requirements:

- Education: Bachelor's or Master's degree in Finance and Corporate
- 3-5 years of experience in equity research analysis /investment in securities firms, investment firms, and asset funds.
- ***This position requires relevant working experience; fresh graduates or candidates without related experience are kindly advised to consider carefully before applying.***
- Knowledge of macroeconomics, accounting, financial analysis, company valuation.
- Strong skills in financial analysis, modeling, forecasting, valuation, data processing, and information synthesis using AI.
- Strong writing and presentation skills in ENGLISH.
- Passion for Research analysis: Proactively seeking information/news, building datasets, providing constructive /brainstorming idea to build the Research Dept, and delivering high-quality outcomes for internal/external clients.
- Professional Responsibility: Accountability when facing analytical errors or missed deadlines that impact overall progress; ability to handle tasks under tight deadlines with limited information or a lack of specialized knowledge.
- Growth Mindset (Proactive Learning): Commitment to self-learning and continuously upgrading technical skills and industry knowledge with AI
- Problem-solving Mindset

Benefits:

- Competitive salary based on experience and capabilities.
- 13th-month salary and attractive annual performance bonus.
- Monthly awards for outstanding employees.
- Social insurance contributions based on full salary.
- Individual health insurance card (if eligible).
- Free parking for all employees and phone allowance (if eligible).
- Quarterly team-building allowances for each department.
- Opportunity to visit the company's headquarters in South Korea for top-performing employees.
- 100% tuition support for professional certifications (brokerage, analysis, fund management), language courses, and specialized training programs.
- Direct training and mentorship from experienced industry professionals.
- Opportunities to participate in workshops and professional events to enhance knowledge and stay updated on market trends.
- Expand your professional network and build a long-term career in the securities industry.
- Annual health check-ups, company trips, and other employee engagement activities.

Working time and location:

- Time: Mon to Fri, 8AM-5PM
- Location: Level 3, TNR building, 180-192 Nguyen Cong Tru, Ben Thanh Ward, HCMC

How to apply: Interested candidates are invited to submit CV in English to: **mai.nguyen@kisvn.vn**

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JOB DESCRIPTION

Position: ETF (Quantitative Trading)

Department: Wholesales

Report to: Senior Manager

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With a charter capital of VND 4.55 trillion, KIS Vietnam is proudly recognized as one of the Top 10 securities companies by brokerage market share on the Ho Chi Minh Stock Exchange (HOSE). The Company provides a comprehensive range of financial services, including securities brokerage, margin lending, institutional services, derivatives trading, and investment banking, delivering innovative financial solutions to both individual and institutional clients.

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Link: <https://kisvn.vn/>

Responsibilities:

- Monitor ETF market developments, financial news, and trading activities to provide market insights and support investment ideas.
- Conduct market research, data analysis, and product evaluation to support ETF trading strategies and business initiatives.
- Maintain and analyze trading data, monitor market trends, and prepare reports, presentations, and trading-related materials.
- Support trade execution processes, reconciliation activities, and operational controls to ensure smooth trading operations.
- Develop and enhance analytical tools, trading models, and Excel-based solutions for spread analysis and trading monitoring.
- Coordinate with internal stakeholders to support ETF product initiatives and trading-related projects.
- Monitor trading patterns, liquidity conditions, and market movements to identify opportunities and risks.
- Support process improvement initiatives to enhance operational efficiency and trading workflows.
- Perform other ETF Trading and related assignments as required.

Requirements:

- Bachelor's degree in Finance, Economics, Banking, Business Administration, Data Analytics, or related fields.
- 13 years of experience in Equity, ETF Trading, Sales Trading, Capital Markets, or related functions at securities firms, asset management companies, investment funds, or financial institutions is preferred.
- Strong interest in financial markets, ETF products, trading operations, and market dynamics; understanding of equity markets and order flow is an advantage.
- Positive attitude, willingness to learn, and strong motivation to develop a long-term career in ETF Trading.
- Strong analytical and quantitative mindset with the ability to process data accurately and support trading decisions.
- Knowledge of ETF products, spread analysis, trading simulations, or securities operations is a strong advantage.
- Proficiency in Excel and MS Office; experience with financial modeling, trading analysis tools, or VBA/Python is a plus.
- Good communication and teamwork skills with the ability to collaborate effectively across functions.
- Highly proactive, detail-oriented, and able to work effectively in a fast-paced trading environment.

Benefits:

- Competitive salary based on experience and capabilities.
- 13th-month salary and attractive annual performance bonus.
- Monthly awards for outstanding employees.
- Social insurance contributions based on full salary.
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- Free parking for all employees and phone allowance (if eligible).
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JOB DESCRIPTION

Position: IT Administrator

Department: IT Division

Report to: Senior Manager

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Responsibilities:

- Manage IT administrative documentation, including contracts, quotations, purchase requests, acceptance records, invoices, and payment documents, ensuring accuracy and compliance with internal procedures.
- Monitor software licenses, maintenance contracts, and subscription services to ensure timely renewals and uninterrupted service availability.
- Coordinate with internal departments (Finance, Legal, and Accounting) and external vendors throughout procurement, contract execution, invoice verification, and payment processes.
- Prepare monthly reports on the IT Department's operational expenses, including software subscriptions, maintenance services, and other IT-related costs.
- Perform other administrative duties assigned by the IT Department Manager.

Requirements:

- Bachelor's degree in Business Administration, or related fields.
- Fresh graduates or candidates with up to 2 years of experience are welcome.
- Good organizational, communication, and documentation skills.
- Proficient in Microsoft Office (Excel, Word).
- Detail-oriented, responsible, and able to work with multiple stakeholders.

- Basic English communication skills are preferred.

Benefits:

- Competitive salary based on experience and capabilities.
- 13th-month salary and attractive annual performance bonus.
- Monthly awards for outstanding employees.
- Social insurance contributions based on full salary.
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- Free parking for all employees and phone allowance (if eligible).
- Quarterly team-building allowances for each department.
- Opportunity to visit the company's headquarters in South Korea for top-performing employees.
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JOB DESCRIPTION

Position: Product Development

Department: Retail Strategy

Report to: Senior Manager

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Responsibilities:

- Research, propose, and develop new investment products aligned with the Company's business strategy.
- Conduct Business Analysis for the following systems:
 - Fund Trading and Distribution System (Fund Mall).
 - Retail Bond Trading System.
- Gather business requirements from relevant departments, including Business, Operations, IT, Legal, and translate them into business documentation such as BRD/FRD, User Flows, and Process Flows.
- Collaborate with the IT team throughout the system design, development, testing (UAT), and implementation phases.
- Propose process improvements, optimize user experience, and enhance operational efficiency.
- Conduct market research and analyze products and services offered by securities companies, banks, asset management companies, and Fintech organizations to identify and propose new product development opportunities.
- Participate in developing business processes, user guides, and internal training materials for the implementation of new products.

Requirements:

Must-have

- Bachelor's degree in Finance & Banking, Securities, Economics, Management Information Systems (MIS), Fintech, Information Technology, or other relevant fields.
- Strong knowledge of financial markets, investment products, and financial services.
- Strong business analysis and logical thinking skills, with the ability to analyze business requirements and translate them into clear processes and solutions.
- Ability to design and optimize business processes and effectively manage project requirements.
- Strong ability to collaborate and communicate with cross-functional teams, including Business, Operations, IT, Legal, and other relevant stakeholders.
- Excellent communication, presentation, and problem-solving skills.
- Strong attention to detail, with a proactive and structured approach to work.

Preferred Qualifications

- Experience in developing, implementing, or enhancing financial trading systems.
- Good understanding of fund trading and distribution and retail corporate bond trading.
- Experience working as a Business Analyst (BA), Product Owner, or Product Development Specialist in a securities company, bank, asset management company, or Fintech organization.
- Ability to read and understand business and technical documentation in English.
- Advanced Microsoft Excel skills; knowledge of VBA is an advantage.
- Proficiency in Power BI, Jira, draw.io, Figma, or other process mapping/modeling and product development tools is a plus.

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Benefits:

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JOB DESCRIPTION

Position: Institutional Trader (Junior and Senior Level)

Department: Wholesale

Report to: Senior Manager

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Responsibilities:

- Execute institutional clients' orders (equities, bonds, ETFs, and derivatives) accurately, efficiently, and in compliance with regulations.
- Monitor market movements and provide timely trading insights to support clients' investment decisions.
- Develop and execute trading strategies based on market conditions and client needs.
- Analyze market trends, economic developments, and financial news to prepare daily market updates and trading recommendations.
- Build and maintain relationships with institutional investors, funds, corporate clients, and market counterparties to generate business opportunities.
- Expand the institutional client base and increase trading volume.
- Collaborate with team members to deliver high-quality service to clients.
- Ensure all trading activities comply with internal policies and regulatory requirements.
- Perform other institutional trading and brokerage duties assigned by the Department Manager.

Requirements:

- Education: Graduated from a top-tier university or international institution, majoring in Finance, Banking, Economics, or Accounting.

- Good understanding of Vietnam's securities market, financial products, and market trends.
- Strong analytical, communication, and relationship management skills.
- Able to work under pressure with accuracy and attention to detail.
- Proactive, responsible, and a strong team player.
- Good command of English, both written and spoken.
- CFA, ACCA, CPA, Securities Practicing License, or other relevant certifications are an advantage.

Benefits:

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