

# Job Description

## Position: Vietnam Country Director

Established in 2003, GroupG Asia Pacific, headquartered in Singapore, is a group of companies committed to delivering comprehensive, sustainable, and cutting-edge specialty ingredient solutions across the food, cosmetic, pharmaceutical, feed & farm sectors. With over 20 years of industry experience, we are known as a reliable partner, collaborating with top manufacturers and providing consulting services worldwide and nationwide.

As we enter a new phase of growth and progress, our goal is to be ranked among the top 5 companies in Asia by 2030. In pursuit of this vision, we actively look for talented individuals to join our team. Together, we will lead our strategic initiatives, shaping the future trajectory of our company and establishing new benchmarks of excellence in our fields.

To find out more about GroupG Asia Pacific, please visit our website at <https://www.groupg.com.sg>. Join us as we pave the way for innovation and success in the years ahead!

### Responsibilities

#### 1. Strategic Leadership

- Develop and implement a Vietnam-specific sales and operations strategy to achieve business objectives and promote sustainable growth
- Analyze market trends, customer needs, and competitive dynamics to inform strategic decisions.
- Ensure alignment of operations in Vietnam with the organization's global vision, mission, and objectives.

#### 2. Business Development

- Drive revenue growth by overseeing the development and execution of effective sales strategies in Vietnam and support other countries' markets.
- Identify and pursue new market opportunities, partnerships, and customer segments.
- Build and maintain relationships with key clients and stakeholders to foster long-term partnerships.
- Monitor sales performance metrics and adjust strategies as necessary to achieve targets.
- Lead Marketing, R&D Department and Technical activities in Vietnam to support business development in Vietnam and other countries.

#### 3. Operational Management

- Oversee day-to-day operations to ensure efficiency, quality, and compliance with local regulations.

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- Implement and optimize systems, processes, and workflows to enhance productivity and scalability.
- Lead and overall manage operation of logistics (orders and warehouses management...) for Vietnam market and support other markets from/to Vietnam.
- Responsible for overseeing legal, accounting, tax, customs, registration, and other compliance matters for GroupG in Vietnam, ensuring alignment with Vietnamese laws, and supporting the export of products to other markets as needed.
- Responsible for overseeing the operations of the People & Culture Department in Vietnam.

#### **4. Team Leadership and Development**

- Build, lead, and inspire a high-performing Business Development, Technical and operations team.
- Provide coaching, mentoring, and professional development opportunities to team members.
- Foster a culture of accountability, collaboration, and innovation.
- Conduct regular performance reviews and establish clear KPIs for the team.

#### **5. Financial Oversight**

- Develop and Manage the Budget for the Business Development Department in Vietnam
- Collaborate with the finance team to forecast revenue, control costs, and maximize profitability.

#### **6. Compliance and Risk Management**

- Ensure all operations comply with local laws, regulations, and organizational policies.
- Identify potential risks and implement measures to mitigate them effectively.
- Uphold ethical standards and maintain the organization's reputation in the market.

#### **7. Reporting and Communication**

- Prepare and present regular reports on sales and operational performance to senior leadership.
- Use data-driven insights to make informed decisions and adjust strategies as needed.
- Act as the primary liaison between the country team and the global headquarters.

#### **8. Customer and Partner Engagement**

- Act as the face of the organization, representing the brand to clients, partners, and other stakeholders.
- Address escalated customer issues and ensure high levels of customer satisfaction.
- Collaborate with cross-functional teams, including marketing and product development, to ensure alignment with business objectives.

#### **Qualifications**

- At least 5 years of experience in Business Development and 3 years in the role of Business Development Director/Head of Business Development Department for a team of 5 or more people in the industry.

- Strong track record of driving business growth and operational excellence.
- Expertise in developing and implementing sales strategies and managing sales teams.
- Excellent operational management and problem-solving skills.
- Financial acumen with experience in budgeting, forecasting, and cost management.
- Exceptional communication, leadership, and interpersonal skills.
- Knowledge of local market dynamics, legal requirements, and cultural nuances.
- Proficiency in English.

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