

JOB TITLE/ Chức danh: OPERATION MANAGER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Head of Operation (Director) 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none"> Admin staffs
Summary of Duties/ Tóm tắt nhiệm vụ <p>A detail-oriented and results-driven operations manager to take the wheel to oversee day-to-day operations, streamline processes, and ensure everything runs smoothly.</p>	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ul style="list-style-type: none"> Manage daily operations across departments, ensuring workflow alignment with business goals. Lead cross-functional teams, set objectives, monitor KPIs, and foster accountability. Optimize allocation of manpower, materials, and time to improve operational efficiency. Manage supplier relationships, contracts, and procurement processes. Monitor departmental budgets, analyze variances, and reduce operational costs without compromising output. Analyze project financial performance. Ensure internal policies, safety protocols, and legal standards are enforced consistently. Generate and review performance reports to support data-driven decisions. Oversee implementation and adoption of systems to streamline workflows. Set operational benchmarks, run audits, and drive continuous process improvements. Identify risks early and implement contingency plans to minimize disruptions. Any other duties that will be assigned from time to time by the Management. 	
Essential Qualifications/ Trình độ chuyên môn <ul style="list-style-type: none"> Bachelor's degree in business administration, operations, or a related field Minimum 2-5 years of experience in a managerial position with hands-on experience. Experience in the medical field is a plus. Ability at Finance Analyst of Project Performance. 	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) <ul style="list-style-type: none"> ➤ Knowledge: <ul style="list-style-type: none"> Strong skills in budget development and oversight Financial and account reporting experience Excellent ability to delegate responsibilities while maintaining organizational control of branch operations and customer service Knowledge of business productivity software and an aptitude for learning new applications ➤ Skills: <ul style="list-style-type: none"> Excellent communication and interpersonal skills. Strong analytical skills. High level of problem-solving and decision-making abilities. Ability to manage a team and lead projects. Ability to analyse and interpret data.

- Proficiency in conflict management and business negotiation processes

Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: <ul style="list-style-type: none"> Salary: 25-30 mil 	WORK PLACE/ Địa điểm làm việc: <ul style="list-style-type: none"> HCM city, Vietnam
Level <ul style="list-style-type: none"> Level: 	Industry/ Ngành nghề: <ul style="list-style-type: none"> Medical
Team size <ul style="list-style-type: none"> 	Language/ Ngôn ngữ: <ul style="list-style-type: none"> English
Ghi chú cho người giới thiệu (quan trọng) <ul style="list-style-type: none"> . 	