



Leader in solutions

OVER 100 GREAT CAREER OPPORTUNITIES AT G-BI (VIETNAM)

(Full-Time, Half-Time, Part-Time, And Online)

Pursuant to our vision to build G-BI to be a leading specialized consultancy and outsourcing corporation in Vietnam, as well as the first global Vietnamese online biztech school, G-BI (Vietnam), a knowledge based organization, will start up its operation in Vietnam from late October 2010 on the time for the celebrations of the 1000th Thang Long Anniversary and the ancient capital of Hanoi.

G-BI (Vietnam), with total of 530 full-time, part-time and online employees, experts, advisors and lecturers worldwide, will serve the purpose of providing the resources to businesses as well as all kinds of organization in terms of (1) Specialized corporate & social services consultancy, in-depth research and outsourcing, (2) executive and technical recruiter (3) specialized training and international conferences by sector, 4) investment & market link and office & agent representation, and (5) international events and media.

WE ARE SEEKING FOR various outstanding talent and experienced candidates of all majors to join our huge team with different nationalities to work on full time or part-time/online basis.

GENERAL REQUIREMENTS:

- For senior positions, at least Bachelor's degree in relevant majors with min. 10-year professional working experience (except junior positions # 2, 3, 4, 13, 15, 17, 19, 21 can be 3 years) or Master's degree/Doctoral degree in relevant majors with at least 5-year professional working experience.
- Min. 3 years working experience in similar position.
- Fluency in at least one foreign language (preferably English, French, Chinese, Japanese, Spanish etc)
- Good computer skills (all MS. Office applications and relevant softwares, if any)
- Professional, skillful, energetic, diligent, responsible, mature, good communication skills, flexible, attention to details, well-groomed, good appearance, and healthy.

SUCCESSFUL CANDIDATES WILL RECEIVE THE FOLLOWINGS:

- Good salary, over-target bonuses, allowances, and end year & public national holiday bonuses (full-time staff)
- Good Piece Rate/incentive wage (Part-time/Online staff)
- Compulsory insurance (social, health, unemployment) for full time staff
- Opportunities for purchasing shares for long-term key positions
- Extensive foreign training, development and coaching programs
- Flexible working schedule
- English working Environment

ALL CANDIDATES MUST PROVIDE THE FOLLOWINGS:

- Application letter (clearly stating the applied job code and position title) both in English and Vietnamese
- Curriculum Vitae with a passport-size picture (English or Vietnamese)
- Copy of degree (s) and their transcripts

ALL WORLDWIDE AND VIETNAMESE CANDIDATES ARE INVITED TO APPLY FOR THE POSITIONS OF MANAGEMENT, EXPERTS, CONSULTANTS, LECTURERS, SUPPORT, AND TRAINEES:

No.	Job Code (Mgt/Div./Centers)	Position	Remarks
Executive Management			
01	MGT – 003	1st Deputy General Director of Sale (1 per.)	Vietnamese (full-time) or Expatriate (50 % time)
Administration Division			
02	ADM – 001	Admin/HR Assistant (1 per.)	Vietnamese/Full-time
03	ADM – 002	Receptionist (1 per.)	Vietnamese/Full-time
04	ADM – 003	IT Administrator (1 per.)	Vietnamese/Full-time
Accounting Division			
05	CA – 001	Chief Accountant (1 per.)	Vietnamese/Full-time
Global Business Resource Solutions Center – GBRS (i.e. corporate/social services consultancy and outsourcing)			
06	FIN – 002	Consulting Manager of Finance – Invest. cum Sales Representative (2 pers.)	Vietnamese/Full-time
07	MKT – 003	Consulting Manager of Marketing cum Sales Representative (2 pers.)	Vietnamese/Full-time
08	HRM – 004	Consulting Manager of HR cum Sales Representative (2 pers)	Vietnamese/Full-time
09	TEC – 005	Consulting Manager of Tech & Manufacture cum Sales Representative (2 pers)	Vietnamese/Full-time
10	FTA – 006	Consulting Manager of Foreign Trade cum Market & Invest. Consultant (2 pers.)	Vietnamese/Full-time
11	LEG – 007	Legal Expert cum Sales Representative (2 pers)	Vietnamese/Full-time
12	STA – 008	Statistician/Method Expert cum Sales Representative (2 pers.)	Vietnamese/Full-time
13	SEC – 009	Secretary (2 pers.)	Vietnamese/Full-time
14	CON – 010	CONSULTANTS/EXPERTS BY ALL SECTORS/INDUSTRIES cum Sales Representative (20 pers.)	Vietnamese/Expatriate PART-TIME/ONLINE
Global Intellectual Capital Solutions Center – GICS (i.e. executive and technical recruitment)			
15	RAS-001	Recruitment Executive (1 per.)	Vietnamese/Full-time
Global Society for Management and Executive Development – GSMED (i.e. training and academic education)			
16	TRD-001	Training & Recruitment Director (1 per)	Vietnamese/Full-time
17	TRE – 002	Training Executive (1 person)	Vietnamese/Full-time
18	SLE – 003	Senior Lecturer of all majors (20 pers)	Vietnamese/Expatriate PART-TIME/ONLINE
Global Market and Investment Solutions Center (i.e. investment, export/Import, international business cooperation and foreign office/agent representation)			
19	MIA – 001	Market & Invest. Executive (1 per.)	Vietnamese/Full-time
20	MIC – 002	Market & Investment Consultants (15 pers)	Vietnamese/Expatriate PART-TIME/ONLINE
Global Events and Publicity Solutions Center – GEPS (i.e. international events and media)			
21	PRE – 001	Public Relation Executive (1 per.)	Vietnamese/Full-time
22	ADE – 002	Art Designer (2 pers.)	Vietnamese/Full-time
Other			
23	SAR – 001	Sales/Project Representative (20 pers.)	Vietnamese/Expatriate PART-TIME/ONLINE
24	TRA – 002	Trainee of business/Technology (5 pers.)	Vietnamese/Part-time

ALL APPLICATIONS SHOULD BE SENT AS SOFTCOPY VERSIONS TO THE EMAIL: contact@bizgbi.com or gbi.vietnam2000@gmail.com.

H/O: 31, 210/41, Doi Can Road, Hanoi, Vietnam * Tel: 84-43 722 7908 * Fax: 84-43 722 7909 (Attention: Human Resource Department).

DEADLINE FOR ALL APPLICATIONS IS ON 20 NOVEMBER 2010 OR SOONER IS BETTER.

SHORTLISTED CANDIDATES WILL BE INVITED FOR INTERVIEWS (FOR SENIOR POSITIONS) OR WRITTEN TEST & INTERVIEW (FOR JUNIOR POSITIONS). NO TELEPHONE ENQUIRIES WILL BE ACCEPTED. FOR FURTHER INFORMATION, YOU CAN EMAIL US FOR OBTAINING G-BI PROFILE IN BRIEF