

JOB DESCRIPTION

Job title: Assistant to Head of Fixed Income
Branch: BNPP Paribas Ho Chi Minh
Date: 03 Sep 2010
Fixed Income Assistant reporting to Local Head of Fixed Income

Principal responsibilities

- Greet customers
- Answer telephone
- Route mail/email
- Schedule appointments and meetings
- Dispatch incoming & outgoing correspondences and documents
- Translate correspondences and documents
- Control filing
- Control Electronic Agenda
- Take minutes of meetings
- Handle confidential records
- Be alert for and report any potential new business or potential business opportunities
- Organize travel
- Make claims (Travel, Entertainment, Reimbursement)
- Update contact list
- Organize and manage the business meals and functions
- Collect information needed by the MGT for presentations and reports
- Perform routine filing
- Coordinate reservations and arrangement for functions and events.
- Assist with performance and activity report
- Assist with the production and media placement or advertising materials and programs
- Coordinate with other marketers to expand client portfolio in Vietnam
- Consolidate the current regulations on the Fixed income and ALM business

Quantitative and Qualitative Requirements

- Team player with excellent interpersonal skills that builds credibility among internal - and external publics
- Handles sensitive situations integrity and moral fortitude
- Good knowledge of banking policies and procedures
- Pro-active, self starting, assertive and driven to achieve goals
- Superb oral/written communication and numerical skills
- Comfortable handling multiple tasks, projects and initiatives within given deadlines
- Grasp concepts quickly and adaptive to changes and new ideas
- Readily applies learning from other projects to current situations
- Works accurately and fast under pressure



Hoang Kim Truong
Head of Fixed Income & ALM-Treasury