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## Job Opportunity - Treasury Officer

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Hi amiCoach,

Mình có cơ hội việc làm từ Công ty tài chính Mirae Asset (MAFC) tại HCM. Thông tin cụ thể như bên dưới.

Nhờ amiCoach gửi cho các bạn học viên có nhu cầu tìm việc làm nhé. Many thanks.

### 1. JOB DESCRIPTION/ MÔ TẢ CÔNG VIỆC

#### a) TASK ACHIEVEMENT / NHIỆM VỤ CHÍNH

- Build and maintain positive relationship with investors and banks.
- Process Interbank transactions (MM/FX/Bond/Derivatives) and daily fund transfer of the MAFC.
- Coordinate with Accounting team to maintain regulatory compliance related to prudential ratios and safety limits for credit institutions.
- Update and comply with the Procedure manual, internal rules, memorandums, Bank rules and regulations and any other instruction from Department Head
- Prepare the report concerning to his/her assignment.

#### b) OTHER TASK (if any) / NHIỆM VỤ KHÁC (nếu có)

- Other ad-hoc tasks assigned from time to time

### 2. JOB REQUIREMENT / YÊU CẦU CÔNG VIỆC

#### a) EDUCATION, CERTIFICATION / GIÁO DỤC, BẰNG CẤP:

- University degree with major in accounting/finance/banking/economics

#### b) EXPERIENCE / KINH NGHIỆM:

- 01-02 years experiences in working in investment banking, bank or finance company' treasury, asset and liabilities management.

- Understanding relative laws, regulations

- Understanding on procedures, transaction processing and documentation

#### c) INDIVIDUAL CHARACTERISTICS / TÍNH CÁCH CÁ NHÂN:

- Detailed

- Cautiousness

- Job Focusing

- Assiduousness

- Stress bearing

- Ambitiousness

#### d) COMMUNICATION / KỸ NĂNG GIAO TIẾP

- Communicative Conversion

- Office communication

#### e) LANGUAGES, COMPUTERS, ETC... / KỸ NĂNG NGOẠI NGỮ, VI TÍNH

- Advanced English

- Advanced IT skills, excel, word, power point.

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Best regards,

**Nguyen Dang Khoa**

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