Founded in 2008, **GLN ENGLISH CENTER** has become one of the leading companies in ESL and IELTS in Hanoi and Saigon. The company has since received the **Certificate of ISO 9001** in 2008 from the Bureau and Veritas Certification, along by being honored as the **Best IELTS Partner** of 2013-2014 by the British Council and the **Best Endeavour Award** by IDP Education in 2013.

Our mission is to provide our students their chance to succeed in their ESL and IELTS goals in order to continue on towards better education and employment opportunities and becoming part of the Global Village.

Therefore our Quality Policy Statement is to offer top level education in this field through our trained international teachers, courteous and professional personnel at our modern centers

**Location: 62 Vo Van Tan, Ward 6, Dist 3,** Ho Chi Minh City

**SALES EXECUTIVE**

**Job description:**

* Manage all sales activities.
* Be responsible for customer services
* Build up and develop our student network to maximize referrals and renewals.
* Be in charge of internal marketing activities
* Play a part in administration and finance management
* Play a role in the development of the company.
* Coordinate with the other departments
* Training in current GLN procedures for new sales executives
* Be in charge of direct sells and caring for students
* Filter out appropriate databases and supervise the sales’ phoning
* Meet our monthly sales target, by booking placement tests and closing sales
* To deliver professional services as an educational consultant
* Other tasks as required from the supervisor.

**Job requirement:**

* University degree in Business, Sales, Marketing or Trade
* Female
* At least two years in sales, with experience in education or marketing an advantage

**Benefits:**

* 3 month probation, start with 8.000.000 VND with KPIs
* Competitive salary & commission after signing official contract.
* Medical and social Insurance under the labor law
* BIC care insurance
* Career development

**INTERNSHIP POSITION**

**Primary responsibility:**

* Contact businesses and individuals by telephone in order to promote and sell English courses (telemarketer), gather information, manage database and approach the potential clients who have demand in learning English, getting IELTS certificate for academic purpose
* Builds new business by identifying and selling prospects; maintaining relationships with clients; handling clients' question; providing the best customer service to clients in order to meet the Branch's monthly target

**Secondary responsibility:**

* + Support PR-Marketing team to organize the events/ conferences, set up kiosks at fair market to promote/ introduce GLN English courses to clients
	+ Conduct client or market surveys in order to obtain information about potential customers.
	+ Tele marketing based on the client database provided by PR- Marketing Dept; support full time AOs to close deal with the potantial cleints
	+ Sells the company's services by establishing contact and developing relationships with prospects; recommending solutions
	+ To provide maximum information to students; generate new business; extending client network database and pass it to AOs as instructed by SAO & B.O.D
	+ Support full time AOs in dealing with paper works and closing deals with the potential clients
	+ Assist teachers at GLN center in their class, prepare teaching materials & compose Newsletter as required, take care Kids/ Teen students during the lesson,…
	+ Other tasks assigned by SAO, PR-M Manager and the B.O.D

**Job Requirement:**

* + Major in Economy, PR-Marketing, Commerce,…
	+ Knowledge of sales and marketing principles and strategies
	+ Fluent in Vietnamese and English communication skill
	+ Execellent computer skill
	+ Good management and organization skill, time management skill
	+ Good communication skill, truthful, cheerful, open
	+ Predict and problem solving skill. Sharp decision making skill
	+ English requirement: advanced communicative English, or equivalent to 6.0 IELTS

**MARKETING ASSISTANT**

**Job Description:**

- Research, analysis of market and competitor information

- Research, analysis of consumer information (Survey, etc)

- Involve with preparation of marketing strategy & materials

- Support establishing Business Plan/Mid-term Plan & manage its progress

- Support periodical sales & marketing reports

- Provide on-site support if there are events & external meeting including minutes taking

- Administration of Advertisement/Promotion Fund settlement & management

- Administrative support including meeting setup, travel arrangement and etc

**Job Requirement**

- University degree

- Must have excellent command of English

- Able to communicate in Japanese is an advantage

- Proficient in PowerPoint, Excel, Word

- Good presentation, project management & leadership skill

**Benefit**

- International, creative and professional working environment

- Good chances to develop your career

- Successful candidate will be offered an ATTRACTIVE SALARY PACKAGE

- Two - month probation and be entitled to contribute insurances from probation

**IT SUPPORT**

**Key Job Responsibilities:**

- To Control/ monitor the maintenance, development, upgrade, and support of all IT systems, including PCs, operating systems, hardware, software
- To set up/ deploy and develop technological infrastructure: network infrastructure, hard ware and services (e.g: internet, internet line…) , application of software and its services, integration solutions.
- To plan, organize, control, evaluate and make report on operations of information system
- To foresee/ overview and establish and implement the IT- related policies and procedures, eg. security information, building the database store system.
- Timely responds to problems, request and propose the best solutions for school
- To control network including LAN/WAN networks/ internet line/phone line/switch board/tablet/printers/ …..
- Control all IT assets
- To provide the advice, recommendation to the Company management in respect regarding the policies, procedures
- Providing training to all staff regarding the IT system for information
- Others task assigned by managers

**Job Requirement**

- Graduated from Information Technology

- Good English communication

- Good customer service attitude

- Strong analytical skills are required to address end-user incidents escalated from the service desk or offered by end user on walk-up issues.

- Demonstrated ability to prioritize incidents being worked on and communicate those priorities to end users as necessary.

- Strong knowledge of Microsoft Office applications, PC hardware, set-up and configuration

- Strong understanding of applicable data privacy practices/ IT infrastructure