

# BUSINESS DEVELOPMENT OFFICER

## 1. Job description

To prepare and keep the minutes of meeting, board resolutions and its related documents required by enterprise law and SCG practice.

To understand the enterprise law and related regulations necessary for the company secretary job.

To build and keep the network and relationship with the government authorities, agencies and business partner.

To have ability for obtaining and providing in-deep information, project feasibility, related to the investment project in Vietnam.

To facilitate on the project implementation; green field, M&A and Expansion.

To update the economic and financial situation by regularly.

## 2. Job requirement

Bachelor degree/master degree: Economics, Business admin, Business Law or Foreign Trade

Good in English

Experience: 3 – 7 years

Work place: District 3

## 3. Benefit

## 4. Company information

SCG, one of the leading conglomerates in the ASEAN region, comprises three core businesses: SCG Cement-Building Materials, SCG Chemicals, and SCG Packaging. With more than 200 companies under its umbrella and approximately 57,000 employees, SCG creates and distributes innovative products and services that respond to the current and future needs of consumers.

SCG began its business operations in Vietnam since 1992 with trading business and gradually expanded investment in diversified businesses in the cement-building materials, chemicals, and packaging industries.

Today, with total of 21 companies across Vietnam driven by approximately 8,300 employees, SCG offers variety of premium products and services to markets. Available products in cement-building materials include, concrete roof, fiber cement board, fiber-cement wood substitute products for floor and ceiling, white cement, ready-mixed concrete under the brand 'SCG' and wall and floor ceramic tiles under the brand 'COTTO & Prime' and sanitary ware & fittings, bathroom fixtures under the brand 'COTTO'. In the packaging business, available products are reading & writing paper under the brand 'IDEA' and corrugated containers, kraft paper and flexible packaging. In the chemicals business, available products are downstream chemicals products such as PE&PP, XLPE, PVC resin and compound, etc. Besides, SCG also has a building materials showroom in Hanoi to welcome customers to experience SCG products and services. For more information, please visit [www.scg.com/vn](http://www.scg.com/vn)

## 5. Contact information

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