



**JOB INFORMATION**  
**THÔNG TIN VIỆC LÀM**

<b>Tên đơn vị tuyển dụng</b> <b>Recruiter:</b>	<b>Care of Asia Co., Ltd</b> 04 Nguyễn Đình Chiểu street, Đakao Ward, District 1, HCMC
<b>Lĩnh vực hoạt động</b> <b>Industry:</b>	Worldwide Travel, Insurance Assistance
<b>Vị trí ứng tuyển</b> <b>Job position(s):</b>	International Case Management Executive
<b>Địa điểm làm việc</b> <b>Workplace:</b>	04 Nguyễn Đình Chiểu street, Đakao Ward, District 1, HCMC OR Work from Home Laptop+Phone+Working Materials are provided by the company
<b>Mô tả công việc &amp; việc đảm trách</b> <b>Job Description &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Respond to calls and emails from international corporate clients in English and Vietnamese.</li><li>• Resolve customers' requests</li><li>• Coordinate with partners to accomplish customers' requests</li><li>• Record data and report to general manager</li><li>• Any other duties as assigned by supervisors</li></ul>
<b>Yêu cầu công việc</b> <b>Job Requirements</b>	<ul style="list-style-type: none"><li>• Proactive, self-motivated</li><li>• Analytical, critical thinker</li><li>• Customer focused</li><li>• Focused on continuous improvement</li><li>• Ability to work effectively under pressure</li><li>• Team player, organizational commitment</li><li>• Strong interpersonal communication skills (written and spoken)</li></ul>

	<ul style="list-style-type: none"> <li>• Time management skills, ability to work on multitude of projects simultaneously</li> <li>• Integrity, ethical behavior</li> </ul>
<b>Yêu cầu trình độ</b> <b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in customer service</li> <li>• Having passion with travel, insurance and medical industry</li> <li>• Must be customer-service oriented; actively look for ways to help people</li> <li>• Active Listeners: be able to give full attention to what is being said, take time to understand the points being made, ask questions as appropriate and not interrupt at inappropriate times</li> <li>• Strong communication skills both written and verbal; ability to communicate thoughts and information clearly and concisely</li> <li>• Must have a strong attention to detail; be careful about details and thorough in completing work tasks</li> <li>• Be able to handle and resolve client issues efficiently, quickly and accurately</li> <li>• Ability to work in a dynamic and fast-paced environment</li> <li>• Working Time: 44 hours/week, <b>06:00AM – 02:00PM or 02:00PM – 10:00PM &amp; ½ Saturday 08:00AM-12:00PM or 12:00PM-04:00PM (Flexible)</b></li> <li>• Flexible breaking shifts</li> <li>• Willingly to work at weekends</li> </ul>
<b>Mức lương</b> <b>Salary Range</b>	<ul style="list-style-type: none"> <li>• Salary negotiation including full allowances</li> <li>• Work from home – Flexible working place</li> <li>• Full insurance and healthcare benefits</li> </ul>
<b>Hồ sơ ứng tuyển gồm</b> <b>Application dossier:</b>	Curriculum Vitae (CV)
<b>Thời hạn nộp hồ sơ</b> <b>Application Deadline</b>	Until we fill in enough positions
<b>Thông tin liên hệ</b> <b>Contact Person</b>	Mr. Thái Quang Nhật Tân 090.474.5109 <a href="mailto:tony@careofasia.com">tony@careofasia.com</a> Ms. Hải Vân – HR Department 028.3535.9566 <a href="mailto:admin@careofasia.com">admin@careofasia.com</a>
<b>Website:</b>	<a href="http://www.careofasia.com">www.careofasia.com</a>

**Note:** we can provide internships for senior students who can work full time for us. Basic things we need from applicants are that they can communicate well in English and have positive thinking, integrity, assiduousness. Other things we can train including tech knowledge and additional soft skills.