



U.S. Consultancy Group, LLC

U.S. Immigration Services

628C Hanoi Highway, 3rd Floor

An Phu Ward, District 2

Ho Chi Minh City, Vietnam

Email: info@uscg.attorneyngo.com

Website: uscg.attorneyngo.com

Job Posting

Job Title: Executive Assistant
Job Level: Entry-level
Company: U.S. Consultancy Group, LLC
Location: District 2, Ho Chi Minh City, Vietnam
Position Status: Position open now

Company Overview:

U.S. Consultancy Group, LLC, is an American -owned and -managed company run by U.S.-licensed Attorney Van Ryan Ngo. We provide professional U.S. immigration consulting services to clients who wish to obtain U.S. visas and immigrate to the United States. We are located in Ho Chi Minh City, Vietnam, and focus on U.S. visa applications before the U.S. Consulate in Ho Chi Minh City and the U.S. Embassy in Hanoi. To learn more about our company, visit www.uscg.attorneyngo.com.

Summary of Position:

The Executive Assistant reports directly to the general director of U.S. Consultancy Group, LLC, Attorney Van Ryan Ngo. The Executive Assistant will be the primary point of contact between the company and its clients, suppliers, and the government. The position will require much client interaction through telephone calls, meetings, and networking events. Developing sales leads will also be required. The position will also require performing numerous administrative tasks.

Duties and Responsibilities:

- Attend networking events on behalf of the company;
- Interact with clients and potential clients on the telephone, during meetings, and via email;
- Assist with marketing and advertising tasks;
- Perform business development tasks;
- Develop sales leads;
- Translate documents in Vietnamese and English;
- Interpret meetings in Vietnamese and English;

- Perform administrative tasks (e.g., document review, schedule client meetings, complete accounting tasks, order office supplies, and interact with the government to ensure legal compliance); and,
- Perform basic research.

Required Skills and Education/Experience:

- Bachelor's degree (in any field) is preferred. However, relevant skills and/or experience may also be considered if the candidate does not have a bachelor's degree;
- Strong English and Vietnamese oral, reading, and writing skills;
- Strong sales skills;
- Strong interpersonal skills;
- Good computer skills, including of Microsoft Office; and,
- Organized, diligent, detail-oriented, and a pro-active problem-solver.

Hours and Salary:

This is a full-time position. Business hours are Monday through Friday from 9:00 a.m. to 6:00 p.m. However, some flexibility may be needed for client meetings. The salary will be 9 million VND per month, subject to a probationary period. There will also be bonuses based upon performance.

How to Apply:

To apply to this position, please send your English CV to info@uscg.attorneyngo.com. If you are selected for an interview, we will contact you with further details and to schedule an interview. Thank you for your interest in our company.

Regards,

Van

Mr. Van Ryan Ngo
General Director
U.S. Consultancy Group, LLC