

JOB POSTING – framas

Assistant to Board of Directors – Financial

Position

framass is looking for an Assistant to Board of Directors – Financial to join the organization on location at framass Vietnam Ltd. near Ho Chi Minh City as of now. The position requires a young, motivated graduate to grow into a managerial position within a fast expanding organization, directly supporting the general director of the factory.

Organization

framass is the biggest supplier of plastic technology for the sports footwear industry worldwide, developing and producing plastic components for leading brands including adidas, Nike and New Balance. The organization's headquarter is located in Pirmasens, Germany since 1948 and encompasses several production facilities in Asia. While being defined by technical innovation, the framass culture is also heavily focused on the personal development and career advancement of every team member. With an all in one concept offering in-house development, mold making and injection molding as well as a background in last making there are always new and challenging opportunities at framass for new team members to join an ever-growing industry.

Job description

- Daily administrative tasks of a factory
- Monthly report controlling and reporting
- Cost accounting analysis
- Budgeting
- Financial planning
- Production related data analysis
- Implementation and supervision of management systems and processes
- Analysis of business transactions and processes
- Controlling of purchasing activities
- Preparation of information for decision making for BoD
- Special project supervision and managing

Job qualifications

Education fields*

- Bachelor/Master of Business Administration – *Bachelor/Master Betriebswirtschaftslehre/Management*

**Or related fields of study/profession*

Aptitudes

Required

- Fluent in English (Speaking, reading, writing)
- Effective communication skills
- Motivated to pursue long-term career in Asia
- Interested in carrying out hands on work

Beneficial

- MS Office skills
- Experience abroad, travelling or working
- Familiarity with delegating staff and teams
- Additional languages: German, Chinese, Bahasa-Indonesia, Vietnamese, Portuguese

Benefits

- International and friendly team
- Forward thinking, modern organizational culture
- Flat hierarchies
- Continuous improvement mindset
- Independent and innovative working styles encouraged

Required documents

1. Curriculum Vitae
2. Introduction/motivation letter

Contact person

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