

Job opportunities

Join our team !

After Covid, we are restoring our work capability, and so we are looking for team members to fill the following position.

Personal Assistant in charge of marketing

The PA in charge of marketing is the main pillar of TransMékong's marketing actions, and of the Ho Chi Minh City representative office.

S/he:

- reports to the head of the representative office,
- assists the head of the rep. office in the daily matters,
- maintains the office operational.

In cooperation with the marketing & sales manager for the cruises, daytime activities, restaurants and hotels, s/he:

- takes part in establishing the marketing strategy,
- builds the online sales presence and sales channels,
- implements the marketing actions,
- develops the network of partners,
- carries out training and promotion actions with our partners.

The recruit

- up to 35 years old, with 2 years pertinent experience;
- fluent in Vietnamese and English: writing and speaking; French a solid plus;
- open, positive "can do" attitude, responsible;
- solid interpersonal skills;
- organised, able to work alone and in a team;
- available to travel;
- experienced with a computer;
- holds at least a bachelor (pref. tourism, business or marketing)

Employment details

- Contract type: Full time permanent
- Location: Hồ Chí Minh City centre
- Compensation: fixed, negotiable according to proven competencies

Sales executive in Cần Thơ

The Sales executive is the face and ears of TransMékong at the head office in Ninh Kiều, Cần Thơ.

S/he:

- is the welcoming person who makes offers and bookings,
- takes part in the marketing actions as needed,
- maintains amicable relations with the partners, guides them around to understand our services
- maintains the office as a welcoming place

- reports to the sales manager

The recruit

- up to 25 years old, with some pertinent experience;
- open, positive “can do” attitude, responsible;
- higher education (pref. English or tourism)
- organized, reliable, able to work in a team;
- experienced with a computer;
- fluent in Vietnamese and English: writing and speaking.

Employment details

- Contract type: Full time permanent
- Location: Cần Thơ
- Compensation: fixed, negotiable according to proven competencies

Purser (Guide on board)

The Purser is navigating personnel, in charge of the services of one Bassac boat.

S/he:

- manages the Food & Beverage, hospitality and welcoming services;
- ensures the seamless connection with other service providers;
- maintains the services standards and follows the procedures;
- guides the passengers during the visits;
- reports to the operations manager

In cooperation with the operations manager, s/he:

- takes part in the recruitment of the crew and operations staff;
- supervises the logistics and supplies.

S/he is on board a boat for 20 days and nights per month.

The recruit

- 25-35 y/o
- Good leadership
- Open, positive “can do” attitude, reliable
- Able to work under pressure, under flexible schedule
- Vietnamese, Fluent in English.
- Minimum education level: entered university
- References required

Employment details

- Contract type: Full time permanent
- Location: Cần Thơ, Mekong delta
- Job type: Navigating personnel
- Job level: management
- Compensation: fix plus benefits, negotiable according to proven competencies

Operations Manager



This position is already staffed, but we keep an ear out for new talents.

If this jobs meets your expectations, please send us your file.

The operations manager is in charge of operating all the Bassac boats.

S/he:

- manages the operations, galley, F&B, hospitality and welcoming services;
- trains and qualifies the crew members;
- sets up and maintains the services standards and procedures;
- ensures the adequacy of the team with the tasks at hand;

In cooperation with the managing director, s/he:

- recruits the crew and operations staff;
- establishes and formalizes the operating procedures;
- takes part in the logistics arrangements and supplies.

S/he spends most of the time on board.

The recruit

- 28-35 y/o
- Outstanding leadership and people management skills
- Open, positive “can do” attitude, organised and good communication skills
- Able to work under pressure, under flexible schedule
- Computer literate
- Fluent in French and English, Vietnamese a solid plus.
- Work experience in Vietnam a solid plus.

Requirements

- 3 years managing experience in hospitality
- Minimum career level: Executive Management
- Minimum education level: Bachelor; Hospitality, F&B or tourism.
- References required

Employment details

- Contract type: Full time permanent
- Location: Cần Thơ, Mekong delta
- Job level: management
- Compensation: negotiable

Applying for a position

In order to apply, please [write to us](#), introduce yourself and how you would fit the position, and attach a resume and references as available.

We shall reply within the shortest delay.

Looking forward to reading from you,

The TransMékong team.

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