

## JOB DESCRIPTION – WORKSHOP GENERAL MANAGER

Position:	Workshop General Manager	Report to:	General Director
Location:	Vung Tau	Department:	Workshop
Updated date:	10/10/2024	Onboard expectation	Asap

### Company Overview

We are a leading engineering company specializing in providing high-end equipment and solutions for the Oil & Gas, Refinery, and Power Plant sectors. Representing renowned global brands Emerson, Flowserve, etc., we are committed to delivering superior service to our state-owned enterprise clients and maintaining our leadership in the industry. Our mission is to deliver exceptional service to our clients and continually expand our workshop’s capabilities.

### Position Overview

The Workshop General Manager will play a pivotal role in overseeing the workshop's operations while actively driving business growth by identifying new sales opportunities. This role requires a strong combination of technical knowledge, leadership to unify and motivate a diverse workforce, and sales acumen to expand workshop services. Your ability to build and maintain relationships with state-owned enterprises and other customers, while leading the workshop with integrity and efficiency, is crucial to this role.

### What You’ll Do

- Oversee day-to-day workshop operations, ensuring safety, quality, and productivity standards are met.
- Identify and pursue new business opportunities for workshop services, collaborating with the sales team to drive revenue growth.
- Leverage your general technical knowledge in Electrical & Instrumentation (E&I), Mechanical, and Rotating equipment to support technical decision-making.
- Lead a diverse team of engineers, technicians, and support staff, fostering a collaborative and motivated working environment.
- Connect with employees across all levels of the workshop, ensuring clear communication and promoting teamwork.
- Build and maintain excellent relationships with local customers, particularly state-owned enterprises, ensuring customer satisfaction and repeat business.
- Ensure compliance with industry standards, safety regulations, and internal policies.
- Develop and execute operational strategies to optimize workshop efficiency, resources, and budget management.
- Represent the company in customer meetings and industry events, promoting workshop capabilities and expanding business opportunities.

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### Who We're Looking For

- Bachelor's degree in Engineering (Mechanical, Electrical, or related fields) or Business.
- 10+ years of experience in workshop management or technical sales roles in the Oil & Gas, Refinery, or Power Plant sectors.
- Proven experience in sales, with a demonstrated ability to identify opportunities and close deals.
- Excellent leadership skills, with the ability to connect and motivate a diverse team in a workshop environment.
- Good general technical knowledge of E&I, Mechanical, and Rotating equipment.
- Strong interpersonal and communication skills, particularly in managing customer relationships with state-owned enterprises.
- High level of integrity and trustworthiness, with a proven ability to manage workshop operations successfully.
- Good command of English

### Why Join Us?

- ✓ Competitive salary, negotiable based on experience and capabilities.
- ✓ Year-end bonus based on job performance, along with rewarding compensation policies.
- ✓ Holiday and Tet bonuses, as well as special occasions throughout the year such as birthdays, weddings, etc.
- ✓ Lunch allowance and other allowances based on job requirements.
- ✓ Full mandatory social insurance based on the agreed salary.
- ✓ Person health and accident insurance coverage.
- ✓ Annual company trip
- ✓ Regular health check-ups.
- ✓ Career development opportunities with training programs abroad.
- ✓ Working hours from Monday to Saturday morning
- ✓ Public holidays and leave as per the legal regulations.