

<b>Position title:</b> Product Management Executive	<b>Product:</b> Cadena HRM Series 5/PayTime
<b>Location:</b> Ho Chi Minh City, Vietnam	<b>Market:</b> Southeast Asia

### Job Description

Cadena is looking for a Product Management Executive to develop and manage product standards of our HRIS products in Southeast Asia which are used both for project implementations and sales activities. The team you will be joining are highly agile and have a passion for the technology they produce and the results that it delivers. As part of this approach collaboration is at the center of the organisation and your personal development will closely follow this.

#### Day-to-day you will:

- Prepare and maintain master data in standard product and product demo.
- Prepare a set of configurations used for project deployments and product demo.
- Ensure that all standards are maintained
- Develop and update product user guidelines and training materials.
- Ensure that system fields, captions and messages follow agreed conversions.
- Train employees and regional partners on product standards.

### Your Profile

You likely have 1-2 years of relevant experience and a Bachelor's Degree in computer science, computer engineering, management information systems or a related field.

- Exceptional verbal and written communication skills.
- Highly organized and able to track multiple deliverables and projects.
- An understanding of technology and experience in MS Office including Outlook / Excel / Word to track work flow, daily tasks and assisting in personal organization.
- Fluent in English (written and spoken).

### We offer

- An inspiring work environment!
- Competitive salary packages.
- Annual salary reviews and adjustments
- A knowledge sharing atmosphere and teams full of enthusiastic professionals.
- Training and education.
- Career development opportunities.

**Cadena Vietnam Co. Ltd.**

2<sup>nd</sup> Floor, Aloha Building, 68 Hong Ha Street, Tan Binh District, HCMC, Vietnam