

- Providing feedback on our efficiency to the team and continuously improve the customer service process
- Running some mystery shopper actions and alimenting a survey on customer satisfaction to report internally

#### 4. Events management:

Many different kind of events such as Opening ceremony of our new factory (second quarter of 2021) or running several water awareness workshops for our partners such as Biti's factories throughout the year:

- Producing detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets)
- Managing and coordinating suppliers and all event logistics (for example, specific documentation and tools or materials for animations)
- Promoting the event thought social media and creating materials for the sales team to tease
- Managing all pre-event planning, the smooth running of the event and the post-event evaluation

#### JOB REQUIREMENTS

- Bachelor degree of Commerce (Marketing), Bachelor of Business (Marketing) or Bachelor of Professional Communication, Foreign Language
- Proficient Office suite skills (Word, Excel, PowerPoint)
- Proficiency in graphic & video editing tools like Photoshop, AI, InDesign, Adobe Premium is a plus
- Good written and communication skills in Vietnamese, (in English is a plus)
- Ability to think creatively and innovatively
- Being able to deal with several external project stakeholder
- Good problem solving skills/ Decision making skills
- Autonomous, pro-active and can-do attitude

#### COMPANY INFOS

- O-We Water in Vietnam

Started in April 2019, O-We Water is selling safe and affordable drinking 20L water jugs to Vietnamese customers. First in Vinh Long province Mekong Delta and now in Binh Chanh, O-We Water's mission is to significantly expand our network and to improve the standards of drinking water quality. O-We Water ambition is to reach 1 million drinkers by 2025 by expanding our network of water production centers and resellers.

- About O-WE Water

O-We Water is a social business established by the French social enterprise 1001fontaines, focusing in providing access to safe drinking water worldwide. O-We Water has expanded its networks, for the past 15 years, in Cambodia, Myanmar, Madagascar, and now Vietnam and is providing water to 800 000 drinkers every day thanks to 250 water treatment facilities.