



## Assistant Manager

### About Us:

Next Continent is an ecotourism and adventure-driven company dedicated to providing world-class wildlife and culture tourism experiences. We combine travel tourism with unique wildlife watching experiences, immersing our clients in the rich biodiversity of Vietnam and Southeast Asia, while promoting sustainable and ethical travel practices. Our team is passionate about nature, wildlife conservation, and delivering exceptional customer experiences.

More about us here: [Discover the Wild with Next Continent | Wildlife Ecotourism in Vietna...](#)

### Position Overview:

We are seeking a proactive and highly organised Assistant Manager to support daily operations and ensure smooth coordination across departments at Next Continent. This role works closely with the CEO and Head of Operations to implement operational plans, support team management, and maintain high standards in tour operations, customer service, and internal processes.

The Assistant Manager plays a key role in connecting strategy with day-to-day execution, helping departments work efficiently while maintaining the company's commitment to outstanding wildlife and cultural experiences.

### Position Overview:

- Location: Da Nang / Hoi An (Vietnam)
- Work Arrangement: Hybrid (work office / remote)
- Employment Type: Full-time
- Working Hours: 40 hours per week

### Key Responsibilities:

- Support the CEO and Head of Operations in implementing operational strategies and company initiatives.
- Coordinate daily activities across departments to ensure efficient communication and workflow.

- Assist in managing tour operations, including planning support, resource coordination, and problem-solving during tours.
- Monitor operational processes and suggest improvements to enhance efficiency and service quality.
- Support recruitment, onboarding, and training coordination for new team members.
- Help oversee team schedules, workload distribution, and internal communication.
- Assist in maintaining company policies and operational standards across departments.
- Support administrative tasks including reporting, documentation, and coordination with partners and suppliers.
- Ensure company values of sustainability, professionalism and service excellence are reflected in daily operations.
- Step in to assist with operational challenges and support teams during peak periods or special projects.

### **Qualifications:**

- Bachelor's degree in Business Administration, Tourism, Hospitality or a related field.
- Previous experience in operations, tourism, travel, or team coordination roles.
- Strong organisational and problem-solving skills with the ability to manage multiple tasks.
- Ability to work collaboratively with diverse teams in a dynamic environment.
- Interest in wildlife, nature conservation, and sustainable tourism.
- Strong communication skills in both Vietnamese and English.
- Ability to take initiative and support leadership in driving operational improvements.

### **Why Join Us?**

- Be part of an innovative and passionate team working at the intersection of tourism and conservation.
- Work closely with leadership and gain valuable experience in eco-tourism operations.
- Opportunities for professional growth in a fast-growing and meaningful industry.
- Competitive salary and benefits.
- The chance to work in and explore some of the most beautiful natural landscapes in Vietnam and beyond.

### **How to Apply**

**If you're a proactive leader with a passion for operational excellence and love for nature, apply today to become part of the Next Continent team.**

**Please send your CV and Cover Letter to: [info@nextcontinent.travel](mailto:info@nextcontinent.travel)**