



Knowledge grows

JOB CLARIFICATION

Human Resources & Administration Intern

- Department: Human Resources & Administration
- Title: Human Resources & Administration Intern
- Line Manager: Vu Lan - HRM

Main tasks	Details
Admin tasks	<ul style="list-style-type: none"> • Welcome guest, transfer call, receive and courier letters, documents, sample in domestic and international • Book logistics travel (flights & hotel & room booking); register or cancel the sim card & 3G, check bill and run reports; • Follow up and arrange stationery availability, Collect and re-check taxi, phone, courier bills and reports monthly. Petty-cash management • Notarize documents and filing
HR tasks	<ul style="list-style-type: none"> • Support recruitment – training • Reports staff moving or leave • Facilitate new employees and exit checklist

III/ Job Description & requirement

Titles	Functions	Details
Responsibility	Receptionist	<ul style="list-style-type: none"> • Welcome guests/visitors, internal managers/staff, provide prompt service/guidance to inquiries • Receive/dispatch courier, inter-office mail /express delivery • Maintain a clean and tidy reception, meeting rooms, photocopy and fax machines area
	Switchboard Operations	<ul style="list-style-type: none"> • Answer promptly all phone calls, handle with care on-hold • Calls and properly transfer them to the concerned. • Take messages accurately, timely deliver to the concerned • Update telephone lists for internal use • Ensure the switchboard run well with minimum breakdowns
	General Administration	<ul style="list-style-type: none"> • Order and maintain stationery and equipment • Provide logistical supports (flight, hotel booking; visa, work permit, residence card for expat, etc.) • Purchase and provide for daily office operations • Coordinate with Trade Union for staff activities



Knowledge grows

	Financial Administration	<ul style="list-style-type: none"> • Collect daily, monthly invoices/statements and checking financial records for payment process • Manage and make reports for all Admin expenses such as: Drinking water, telephone, office rental fee, internet, stationery
	Human resources Administration	<ul style="list-style-type: none"> • Support recruitment – training: post job, screen CV, arrange interviews, arrange training facilities • Reports staff moving or leave in excel and system • Facilitate new employees and exit checklist: deliver and keep track working tools (ID, insurance, door, parking, name cards and others)
Requirement	Education	<ul style="list-style-type: none"> • 2⁺⁺ year student • Major: Human Resources or Business Administration or Trading or Economics/IT or related field
	Working Experience	<ul style="list-style-type: none"> • Experience in voluntary or community or charity or social projects or events is advantage.
	Functional & Behavioral Competencies	<ul style="list-style-type: none"> • Excellent English speaking and listening • PC Skills to include: Excel, Word, PowerPoint • Demonstrated ability to contribute in a team setting • Customer orientation and Communication Skills