

Internal Communication Intern

I. Job Description

- Plan and organize internal activities, including sharing, training, meeting, networking, teambuilding, sport/music competition etc.
- Meeting and liaising with key relevant functional teams and/or relevant agencies, vendors to create communication materials and run internal promotion campaign (e.g. newsletter, messages, occasional events, etc.)
- Follow up execution progress of internal communication activities.
- Support general marketing/ admin tasks when necessary.
- Having skills to use Adobe Illustrator/ Adobe Photoshop/ Adobe Premiere is an advantage.

II. Requirements

A. Required

- Good in English.
- Proactivity and quick-learning ability.
- Good at team working and communication.
- Be able to work at least three months.

B. Preferred

- English/Vietnamese Writing skills
- Good at communication for Branding and PR position - Research Skill

III. Benefits

- Got training about 4.0 technologies under business view: AI/ML, Blockchain, IoT, Data Science.
- Experience doing marketing for technology industry.
- Open, creative and professional working environment with talented, high passionate colleagues.
- A personal computer is provided.
- Get opportunities to participate in branding, digital marketing campaigns, organize grand technology oriented marketing events & design marketing materials.
- Directly participate in many main projects.
- Practice web design, UX/UI design, graphic design (Ps, Ai, Ae, Pr) and MS Office skills.
- Participate in many different projects from starting and learn the whole process of marketing.
- Free to propose your innovative ideas to apply in marketing and be able to apply if it's good.
- Learn many skills from technical to soft skills.