



POSITION DESCRIPTION

Title: HR Intern/ Accounting Intern
Reporting To: HR/ ACC
Scope: Human Resources/ Accounting
Location: Ho Chi Minh City

RESPONSIBILITIES

1. HR Intern:

- Interview Scheduling
- Document Handling
- Supporting for data collection
- Annual Leave record, reports
- Other tasks will be assigned depending on your performance.

2. Accounting Intern

- Prepare monthly schedules reporting actual vs variances
- Support Finance Team in consolidating information, and performing data analysis, ...
- Participate in special projects w/ Finance Supervisor and Finance Managers
- Perform ad-hoc analysis as required by FP&A team

PERSONAL SPECS

- Open for 4th year student
- High level of English written and spoken
- Passion. A sense of humor. Outgoing. Team oriented.

WORKING TIME & ALLOWANCES PER MONTH (VND)

Working time Mon – Fri from 9am to 6pm

Address: 2A Dang Huu Pho, Thao Dien Ward, District 2, HCMC

Contact Person Dung Doan (Ms.) – dung.doan@alchemy-asia.com

Allowance 3.000.000 – 4.000.000 VND / month

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