

## Happiness Saigon is hiring HR Executive Intern

### Position Overview

HR Executive Intern will report directly to HR and Operations Manager.

### Location

HCMC, Vietnam

### Description of the requirements:

- Support recruitment process;
- Assist in searching and screening resumes;
- Support to apply for Work Permit, Temporary Residence Card and visa for foreigners;
- Support translating documents and contracts upon request;
- Do evaluation for all staff;
- Support admin jobs as requested;
- Other tasks as assigned by HR and Operations Manager.

### Requirements/ Skills:

- Get at least 1 dose of Covid-19 vaccine within 14 days
- Working full time
- Internship period at least 06 months
- Fluent in English
- Final year students (or have graduated) from universities and colleges majoring in Law, Human Resource Management...
- Able to work to deadlines and under pressure
- Good attention to details
- Able to work independently most of the time

### Benefits:

- Paid Internship
- Be part of a culture of creativity, and an agency that believes in “creativity at the core”
- Others

### About Happiness Saigon

Happiness Saigon, an FCB alliance, is an award winning creative connectivity agency based in