

Full-time Management Trainee for YEFF

Who are we?

Youth Educational Friendship Festival (YEFF) is held by Transinex Pte Ltd with the aim to create an exciting platform for students to compete through performing arts and learning about different cultures of different countries. With this program, students with economic disadvantages are given the opportunity to participate in an oversea exchange experience.

Who we are looking for:

Youngsters who have the willingness to work attitude and are eager to improve themselves. The ideal candidate is responsible for mainly, but not limited, to the followings:

- Liaise with clients to find out their exact event requirements
- Produce detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing, and budgets)
- Research venues, suppliers, and contractors, then negotiate for reasonable prices
- Manage and coordinate suppliers and all event logistics (for example, venue, catering, travel)
- Liaise with sales and marketing teams to publicize and promote the event
- Organize facilities for car parking, traffic control, security, first aid, hospitality, and the media
- Produce post-event evaluation to inform future events
- Any other work that may arise from time to time for the outreach and execution of the events.

Requirements:

- Fresh Graduate students may apply
- Good English & Chinese communication (both verbal and written)
- Self-motivated and entrepreneurial with honesty, hard-working & willingness to learn attitude
- Strong communication skills
- Can work independently with minimum supervision
- PC literate in Microsoft Office and PowerPoint
- Ability to work independently and closely with internal and external parties.

Benefits:

- Salary is negotiable based on your competence
- Business trip costs (transportation, accommodation) will be borne by the company
- Meal allowance for a business trip within Vietnam will be paid on the cost basis
- Time of internship: 3-6 months. Students with good performance may have chances to be trained in either Malaysia or Singapore for 2 to 4 weeks.

*Prefer students who can start working immediately and full-time.

How can you find us:

The work shall be primarily conducted at the Vietnam office of Transinex Pte Ltd at

Transinex HCMC Office (Dong Tay TCI Building, 103 Tan Cang Street, Ward 25, Binh Thanh District, Ho Chi Minh City)

Benefits:

1. Accommodation is provided (optional).
2. Salary: Negotiate based on your competence
3. To be trained in a business model from an international environment (staff from ASEAN countries).

Application process: Please send your CV application in English (and/or Chinese) with the title: **YEFF Management Trainee_Full name** to vietoffice@transinex.com.sg and cc to girliea@transinex.com.sg and transinexchina@gmail.com