

VVOB - Education for Development – HR-Admin Internship

VVOB is looking for 01 (one) HR-Admin Intern who will work in Ha Noi office.

Major tasks are to provide administrative support to Human Resources and Operations teams at VVOB, the details will be discussed further based on specific requirements.

Timeline

The Interns are expected to perform the services as soon as possible and for a period of at least 3 months.

Specific requirements

The Intern needs to perform the following tasks:

- Be able flexible to work from Monday to Friday.
- Assists HR Officer with employee well-being, green office programs and other HR-related tasks.
- Assists Operation Officers in Admin and Office management works, including office supplies arrangements, correspondence, reception, and other related tasks.
- Assists Operation Officers in project activities, including travel arrangements, arranging meeting venues and other related tasks.
- Assists Operation Officers in inventory check and disposal for office closure
- Assists Operation Officers, Accountant in financial duties including collecting documents, supporting payment, procurement implementation, and other related tasks.
- Maintains office supplies and equipment, ensuring a functional and efficient workplace.
- Performs other tasks as assigned, demonstrating flexibility and willingness to learn.

Qualifications/Experience

The Intern needs to show proven qualifications and experience in administration, specifically:

- Last year student or third year of Viet Nam Universities
- Good spoken and written English skills
- Good computer skills in MS office
- Ability to work very precisely and flexibly
- Ability to work in a team
- Willing to learn new things and to continuously improve

- Having similar internship experience in administrative works is an asset .

The Intern shall receive the following benefits:

- Monthly allowance under VVOB cost norm
- Accident insurance

Please note that intern will not be consider as a national staff, no annual leave, sick leave, no compensation or salary.