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## POSITION DESCRIPTION

### 1 Job Title: Intern - HR

<b>Corporate Unit:</b>	Schenker Vietnam Co. Ltd
<b>Department:</b>	HR
<b>Location:</b>	60 Truong Son, Ward 2, Tan Binh Dist., HCMC
<b>Reporting to:</b>	Training & Development Manager
<b>Staff Responsibility:</b>	No

### 2 General Description

This internship is aimed to help the successful student to get familiar with the real working world and get all his or her academic theory into practical performance for all the supporting administrative tasks in terms of training and development, employee engagement and relations coached and assigned by the Training & Development Manager from time to time.

### 3 Specific Accountabilities

- Track progress, deadlines, and priorities of all projects
- Prepare Word, Excel and PowerPoint documents
- Translate documents from Vietnamese to English and vice versa
- Make meeting and travel arrangements
- Work and follow-up with vendors/ partners to finalize service contract, receive VAT invoice
- Arrange payment with Finance & Accounting team
- Make reports as required
- Follow-up, and file of training completion
- Other related tasks assigned by the Training & Development Manager

### 4 Skills Required

- Good English in reading & writing skill
- Good communication skill
- Good computer skill
- Careful, detailed, result oriented, be able to prioritize and work under high pressure

### 5 Experience and Qualifications

- Students who are in the fourth year or who have finished their study
- Experience in human resources is preferable