



Position Job Description

Position		Division
Internship Student Two months Starting as soon as possible		Project Management Division
Section/Unit	Vietnam Project Unit	
Reports to	The project CSR leader – VN Office	
Subordinates	None	
Overall responsibilities	<ul style="list-style-type: none">• The administrative assistant will provide comprehensive support for information collection and documentation for the Corporate Social Responsibility project. His/Her main task is to manage (type, key in, filing) information both in softcopy and hardcopy in regards to CSR.• Please include a cover letter and resume when applying for this position.	
Key tasks and responsibilities	<p>The administrative assistant will perform multi-tasks, assigned by manager including but not exclusively to:</p> <ul style="list-style-type: none">• Assist VN staff in gathering the relevant information for Corporate Social Responsibility reports.• Assist VN staff in collecting information from field survey and other sources• Conduct online and offline market research• Fielding telephone calls, word processing, maintaining spreadsheets, filing and data entry.• Translate documents and interpreter from English-Vietnamese & Vietnamese-English	
Apply before	21-June-2014	
Benefits	<ul style="list-style-type: none">• Food and travel allowance• International work environment	
Qualification	<ul style="list-style-type: none">• Bachelor's degree or current college student in Business Administration	



	<p>or related fields (Master's students are welcome to apply)</p> <ul style="list-style-type: none">• Business professional proficiency with both English and Vietnamese• Good planning & well organized• Good communication and interpersonal skills• Can work independently with minimum supervision required• Multi-tasking with prioritization skills.• Relevant previous work experience preferred
--	--

Interest candidate will send your application (CV and cover letter) to : VN-CSR@kenan-asia.org and Van_Duong@kenan-flagler.unc.edu before 21-June-2014