



Position Job Description

Position		Division
Internship Student Six months		Project Management Division
Section/Unit	Vietnam Project Unit	
Reports to	The program manager – VN Office Work closely with the project leaders and admin	
Subordinates	None	
Overall responsibilities	The internship student will provide comprehensive supports for the Hanoi office. His/Her main task is to manage (type, key in, filing) information both in softcopy and hardcopy in regards to the projects and to translate project documents (English and Vietnamese).	
Key tasks and responsibilities	The internship student will perform multi-tasks including but not exclusively to: <ul style="list-style-type: none"> • Assist in researching and preparing documents for the trainings and workshops • Assist in general admin work at the office • Translate documents and interpreter from English-Vietnamese & Vietnamese-English • Conduct logistics for the project activities 	
Performance indicators	<ul style="list-style-type: none"> • Translation is completed in a timely manner and with high quality • Project administrative work is implemented appropriately and timely 	
Apply before	16 September 2016	
Benefits	<ul style="list-style-type: none"> • Food and travel allowance • International working environment 	
Qualification	<ul style="list-style-type: none"> • Bachelor's degree or current college student in Business Administration or related fields (graduate overseas students are preferred) • Business professional proficiency with both English and Vietnamese 	



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| | <ul style="list-style-type: none">• 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 |
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Interested candidate will send your application (CV and cover letter) to email ha@kenan-asia.org before 16 September 2016