

JOIN US

1. General Information

- Position: Website Administrator
- Working location: Doslink Vietnam – 11th Floor, Bao Minh Tower, 217 Nam Ky Khoi Nghia Street, Ward 7, District 3, HCMC.
- Salary: Negotiable

2. Job Description

- Update, back up and trouble shoot the organization's website
- Maintaining website, data analytics
- Promotional activities: SEO, Google Ads, Facebook Ads
- Design images, images, banners, etc.
- Other tasks as assigned by Manager

3. Requirement

- University/College: Fresh Graduate or Fourth-year student
- Major: Web Administration, Management Informatics, Digital Marketing...or related majors.
- Knowledge in SEO, Google Ads, Facebook Ads
- Basic skills at Photoshop/AI/AE
- Knowledge and skills of Marketing Content are your advantage

4. Benefit

- Friendly and active working environment
- Great opportunities to develop yourself
- Company laptop
- Social Insurance
- Annual Leave: 12 days and Vietnam Public holiday
- Annual Health Check

5. Working time

- Monday to Friday: 08:30 – 12:00 & 13:30 – 17:30
- Saturday: 08:30 – 12:00

6. Application

- If you are interested in this position, please kindly send your CV to Ms.Ha Anh at anh.dang@doslink.com.vn before 21/09/2018.

Officially issued by Doslink Migration and Investment

We make it happen, simply because we can!

+ Doslink Vietnam International Consulting Co Ltd

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