



## EMPLOYEE ENGAGEMENT INTERN (3 months)

### Main duties:

- Provide input into event plans, such as suggesting ways of leveraging events to build community
- Organize and participate in employer branding events in universities, institutes...
- Provide logistic support to organize internal activities such as our service awards and recognition events
- Related paperwork and admin duties
- Other duties assigned by team

### Requirements:

- 3rd – 4th-year students or fresh graduates can work fulltime from Monday – Friday  
Experience in Youth Union, clubs... is a plus
- Proficient in Microsoft office: Word, Excel, PowerPoint
- Good communication skill
- Proactiveness & high responsibility, willingness to travel to company factories (car provided)

**Working location:** Head Office - Etown Central, 11 Doan Van Bo, District 4, HCMC

**Benefit:** monthly allowance, on-the-job training, friendly environment and potential opportunities to gain a official position after the internship.

Please send your CV to email [tuyen.pham@siamcitycement.com](mailto:tuyen.pham@siamcitycement.com) with subject: **EE Intern Sep 2019** (only short-listed candidates will be contacted).