

Career opportunity to challenge your expertise and ambitions ...

PEOPLE & CULTURE – IT INTERN (HO CHI MINH OFFICE)

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In order to meet the demand of our growing practices, we are looking for a qualified candidate to fill in a position of IT Help Desk Intern supporting our People & Culture Division of Ho Chi Minh City office. Detailed tasks of and required qualifications for this position are as follows:

Essential Duties and Responsibilities

This position works under supervision of the IT Senior Manager in HCMC office and daily coordinates with him to ensure proper help desk support and system security management.

- Install equipment and software as required
- Support IT facilities for seminars and conferences
- Support and troubleshoots for end users

Qualifications/skills

- Third-year student or final-year student in Information Technology
- Good technical knowledge of PC hardware
- Strong interpersonal and team working skills
- Enthusiasm and ability to assume a high level of responsibilities
- Prefers candidates can work full time from Monday to Friday

Desired competencies

- **Initiative:** Demonstrate a thirst to understand how your role fits in and seeks opportunities by yourself to contribute beyond own role without being told by others;
- **Adaptability:** Shows agility and flexibility to easily adjust yourself into any changes in working situations and develop the understandings on the changes on situations; and
- **Ownership:** Takes responsibility for own actions and learns from experience.

Application Requirements

- Resume and cover letter must be in English and attached with a recent photo, and transcript
- Name your file with quoting reference (**Application – People & Culture – IT Intern**).
- The total document file size must not exceed 2MB.
- Application, CV and any queries to be sent to: hr.recruitment@vn.gt.com