



TRƯỜNG ĐẠI HỌC MỞ TP. HCM
PHÒNG CÔNG TÁC SINH VIÊN

TRUNG TÂM HƯỚNG NGHIỆP - TƯ VẤN VIỆC LÀM

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THÔNG TIN TUYỂN DỤNG

Toàn thời gian
 Bán thời gian
 Thực tập sinh

A. THÔNG TIN ĐƠN VỊ TUYỂN DỤNG	
1. Tên đơn vị:	VietnamWorks
2. Địa chỉ:	130 Suong Nguyet Anh, Ben Thanh Ward, District 1, HCMC
3. Điện thoại:	08 3925 8560
4. Website:	Vietnamworks.com
B. VỊ TRÍ – YÊU CẦU TUYỂN DỤNG 1	
1. Công việc/chức danh:	- Sales Admin Intern for Japanese Department
2. Số lượng:	- 1
3. Mô tả công việc:	<ul style="list-style-type: none"> - Assist Sales team (both Vietnamese and Japanese) in administrative work and projects. - Work with the team to build up the database of Japanese companies. - Take care of Report's schedule for everyone. - Translate the Jobs Description from Vietnamese into English or Japanese. - Conduct researches on competitors and clients.
4. Yêu cầu ứng viên:	<ul style="list-style-type: none"> - Either a last year student or a fresh graduated - Available to work full-time in 3 months - Well-versed with the practices and applications of Microsoft Office, Email,... - Fluent in English is a must - Careful, eager to learn and have a can-do attitude - Positive & supportive attitude
5. Địa điểm làm việc:	- Office at 130 Suong Nguyet Anh Str, Ben Thanh Ward, District 1, HCMC

<p>6. Thu nhập, điều kiện làm việc:</p>	<ul style="list-style-type: none"> - Allowance: 2.000.000 VND/ month - Parking fee: 250.000/ month - Valuable chance to learn from #1 recruitment website in Viet Nam - Active, dynamic & professional Japanese working environment - Knowledge and practical experience and selling skills from the professional sales team - Potential opportunity to be an official Sales Member after graduated with 2 month-probation - Various team-work activities to discover company culture
<p>C. VỊ TRÍ – YÊU CẦU TUYỂN DỤNG 2</p>	
<p>7. Công việc/chức danh:</p>	<ul style="list-style-type: none"> - Website Product Intern
<p>8. Số lượng:</p>	<ul style="list-style-type: none"> - 1
<p>9. Mô tả công việc:</p>	<ul style="list-style-type: none"> - Update the detailed data of website and mobile application. - Analyze data, find problems through the analysis, and suggest solutions. - Copywrite for website and mobile application. - Review user's information and resumes. - Process needed documents such as contracts, payment, etc.
<p>10. Yêu cầu ứng viên:</p>	<ul style="list-style-type: none"> - 3rd or 4th year university student - Good communication in English - Passionate in online product & marketing area - A team player and a thoughtful individual - Self-motivated and willing to learn new skills and disciplines - Strong communication skills - Available to work full-time in 4 months
<p>11. Địa điểm làm việc:</p>	<ul style="list-style-type: none"> - Office at 130 Suong Nguyet Anh Str, Ben Thanh Ward, District 1, HCMC
<p>12. Thu nhập, điều kiện làm việc:</p>	<ul style="list-style-type: none"> - Allowance: 2.000.000 VND/ month - Parking fee: 250.000/ month - Work directly with foreigner - Valuable Training Opportunity - Full working facilities - Various events and team-building activities

D. HỒ SƠ, LIÊN HỆ	
1. Hồ sơ gồm:	<ul style="list-style-type: none">- CV- Cover Letter (optional)
2. Nộp hồ sơ	<ul style="list-style-type: none">- Thời hạn: before 30 June, 2016- Phương thức nộp: send to: Nhi.Nguyen@navigosgroup.com
3. Thông tin liên hệ:	<ul style="list-style-type: none">- Họ tên: Nguyễn Thị Ý Nhi- Địa chỉ: 130 Suong Nguyet Anh Str, Ben Thanh Ward, District 1, HCMC- Di động: 093 777 8196- Email: Nhi.Nguyen@navigosgroup.com

Tp.Hồ Chí Minh, ngày 20/06/2016

GIÁM ĐỐC

Nguyễn Lê Minh Long