



Position Job Description

Position	Division
<p align="center">Internship Student Two months Starting as soon as possible</p>	<p align="center">Project Management Division</p>
Section/Unit	Vietnam Project Unit
Reports to	The project CSR leader – VN Office
Subordinates	None
Overall responsibilities	<ul style="list-style-type: none"> • The administrative assistant will provide comprehensive support for information collection and documentation for the Corporate Social Responsibility project. His/Her main task is to manage (type, key in, filing) information both in softcopy and hardcopy in regards to CSR. • Please include a cover letter and resume when applying for this position.
Key tasks and responsibilities	<p>The administrative assistant will perform multi-tasks, assigned by manager including but not exclusively to:</p> <ul style="list-style-type: none"> • Assist VN staff in gathering the relevant information for Corporate Social Responsibility reports. • Assist VN staff in collecting information from field survey and other sources • Conduct online and offline market research • Fielding telephone calls, word processing, maintaining spreadsheets, filing and data entry. • Translate documents and interpreter from English-Vietnamese & Vietnamese-English
Apply before	21-June-2014
Benefits	<ul style="list-style-type: none"> • Food and travel allowance • International work environment
Qualification	<ul style="list-style-type: none"> • Bachelor's degree or current college student in Business Administration



	<p>or related fields (Master's students are welcome to apply)</p> <ul style="list-style-type: none">• Business professional proficiency with both English and Vietnamese• 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 : VN-CSR@kenan-asia.org and Van_Duong@kenan-flagler.unc.edu before 21-June-2014