



Program Coordinator Intern

Full-time Internship

About Tech JDI

Tech JDI is established by experienced operators in the IT sector, to help foreign companies establish a presence in Vietnam to access its fast-growing market and large talent pool for IT development.

Our clients are rapidly scaling IT companies in a variety of industries: Covering e-commerce, IT security Consumer applications, Business software, and Online-to-offline businesses.

Website: www.techjdi.com

SG Office: 71 Ayer Rajah Crescent, #02-01, Singapore 139951

VN Office: F9, Maritime Building, 42 Tu Cuong, W.4, Tan Binh, Ho Chi Minh City, Vietnam

Role & Responsibilities

Build and develop the service of the company together with the program lead.

You will be treated like a full-time employee, not an intern. This means that we will hold you accountable for your commitment to producing meaningful work and an impactful outcome! There will be an opportunity to convert this internship into a full-time position upon the end of the contract, upon evaluation from the respective managers.

If you love working in a fast-paced environment, getting your hands dirty, taking pride in your work, meeting startup founders and leadership teams, as well as learning more about foreign cultures and creating connections, this is for you!

Learning Opportunities

- Attend meetings to build connections and understand the needs of the customers
- Monitor and track the progress and outcome of the project
- Assist the Project Manager in brainstorming and making plans for new company projects
- Work closely with internal and external stakeholders to stay updated on the project's progress. Circulate project information to concerned departments for their actions in due course
- Prepare ad-hoc and periodical reports
- Collect, prepare and submit documents to apply for visas for the clients
- Coordinate with the clients to arrange suitable accommodations
- Support the interns when needed
- Other tasks if required

Qualifications and Education Requirements

- Currently studying in, OR graduated with good tertiary education in Business, Management, Finance, Arts & Humanities, or related fields
- A self-starter and continuous learner, with a positive attitude and the ability to adapt
- An effective communicator with the ability to articulate clearly & logically
- A team player with excellent interpersonal skills
- Good with deck and presentation
- Commitment, dedication, ownership, and accountability



What are we offer:

- Opportunity to become a full-time staff base on the Intern's performance
- Working in a friendly, supportive and challenging environment where English is commonly used
- Internship allowance VND4.000.000/month
- Working hours: from 8.30am – 5.30pm. Monday – Friday

About our Interview Process

- CV Screening
- HR Interview
- Hiring Manager Interview
- Offer & Acceptance

For further support, do not hesitate to contact us via email at recruit@techjdi.com; internship@techjdi.com or on hotline **028 3526 0292**.