



Recruitment Admin Intern

Full time Internship

About Tech JDI

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

Our clients are rapidly scaling IT companies in variety industries: Covering e-commerce, IT security Consumer applications, Business software, 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

The super intern position is for final year students, graduate students who are keen to be a part of Southeast Asia's burgeoning tech startup ecosystem. This position can involve roles and activities spread across HR Recruitment.

You will be treated like a full-time employee, not an intern. This means that we will hold you accountable for your commitment to produce 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 tech startups founders and leadership teams, as well as learning more about technopreneur ship, this is for you!

Learning Opportunities

In Tech JDI, we open opportunities for interns in **Human Resources**: You will be part of the Recruitment team that fulfil the tasks assigned with sufficient coaching by experienced Recruitment Leader including but not limited to:

- Update our recruitment databases with new candidates' information, including contact details and recruitment's result;
- Support Recruitment team in all recruitment's activities, such as: Job description, Job Posting, tests & interviews procedure, contact candidates;
- Source of CVs management: find out the best network for source development;
- Formatting CVs of candidates before sending to Talent's clients;
- Screening candidates and drawing up shortlists of candidates for clients to interview;
- Other related tasks assigned by direct supervisor.

Qualifications and Education Requirements

- Currently studying in, OR graduated with good tertiary education in Human Resources, Business Administration, Laws, or related fields.
- A self-starter and fast learner, with a positive attitude and the ability to adapt fast
- An effective communicator with the ability to articulate clearly & logically
- A team player with excellent interpersonal skills
- Good command of spoken and written English skills
- Commitment, dedication, ownership, and accountability.
- Passion & enthusiasm Human Resources, particularly Recruitment is a plus.
- A good sense of humor is a bonus

What are we offers

1. Opportunity to become a fulltime staff base on the Intern's performance
2. Working in English's environment
3. Internship allowance VND4.000.000/month
4. Working hour: from 8.30am – 5.30pm. Monday – Friday

About our Interview Process

1. CV Screening
2. HR Interview
3. Hiring Manager Interview
4. Offer & Acceptance

For further support, do not hesitate to contact us via email recruit@techjdi.com | Internship@techjdi.com