

## HR Intern Position

### The role

We are looking for a HR Intern to perform various HR Administration tasks and support our People & Culture department's daily activities.

### What the Ampere® Product Team wants you to know

Being HR Intern at Ampere is an interesting and brings you new learning things. It will be a good kickstarting for your career in Human Resources and getting a closer look of how our company approaches payroll, recruiting and employee experience. The experience at Ampere® that you will possess will be valuable for your career path.

### What you will do

- Support onboarding process: Assist onboarding process from enabling employee onboarding, collecting new hire paperwork, experience New Hire Orientation session, providing any support to ensure satisfactory experience for new hire
- Assist personnel record, data and other People & Culture documentations
- Participate in organizing company activities/events
- Assist in recruiting activities such as update candidate database, interview scheduling, employer branding events at university (if any)
- Other ad hoc tasks assigned by Senior Manager of People & Culture

### What you will bring

- 3rd or 4th year university student with major in Human Resource or Equivalent
- Has interest in HR field to bring people happiness and success
- Has knowledge in using Adobe Illustrator or Photoshop for designing
- Active learning mindset
- Openness, flexibility, adaptability and confidentiality
- Good Interpersonal Skill
- Communicate English well

### Salary and Benefit:

- 4<sup>th</sup> year student: 6,000,000vnd/month + 660,000vnd/month + Lunch + Laptop
- 3<sup>rd</sup> year student: 4,000,000vnd/month + 660,000vnd/month + Lunch + Laptop
- Working time: flexible follow student's schedule

Please send your CV to Ms Lien at [lien.duong@amperecomputing.com](mailto:lien.duong@amperecomputing.com) or MB: 0906673009 for more information.