

OFFICE MANAGER INTERN

About the company:

iDeaLogic is an IT outsourcing company specializing in software and application development which serves big clients in Europe. Founded in the Netherlands, iDeaLogic has continually grown in size and capability. We fully embrace the agile software engineering principles and use SCRUM to manage our projects. Our developers are capable of handling several programming languages, creating extensive architectures, advising, delivering cost-effective, quality software solutions and communicating with foreign clients.

Due to the fast expanding of our company, we are looking for qualified, talented and passionate candidates to fill our current job vacancies.

Company website:

<https://www.ideallogic.com.vn/>

Job Description

- Reception: take telephone calls, receive documents, welcome guests.
- General Administration: make sure smooth operation of the day-to-day business of the company: maintaining supplies of stationery, equipment and drinks & food; arranging filing system, liaising with the building owner, electricians, water, sanitation.
- Human Resource: Candidates and Employee database management, welfare (birthday, sickness, company trips, ...)
- Support training class
- Register parking card and access card for employees
- Other tasks when assigned.

Job Requirement

- Last year student administration, business, law or equivalent
- Good interpersonal and teamwork skills
- Good English communication skills (listening, speaking and writing)
- Honest, faithful, highly responsible and the ability to work independently
- Careful, accurate, multi-tasks

Working time:

- Part time/fulltime
- Location: 117-119 Ly Chinh Thang street, Vo Thi Sau ward, district 3, HCMC
- Allowance: 2 million for part time intern; 4 million for fulltime intern

Please send your application to: hien.nguyen@ideallogic.com.vn