

- Administrative support to the marketing team.
- Assist to co-ordinate events.
- Manage the point-of-sale inventory and control in flow and outflow.
- Ensure monthly and weekly reports are completed as requested.
- Social media and traditional media monitoring and logging.
- Ad-hoc as requested by the managements.

#### 4. Supply Chain Intern:

- Assist/Support SC department on a daily basis.
- Purchase order placement and Sales Order processing.
- Review, update, and track a variety of reports.
- Support the Inventory report and coordinate with Finance dept for reconciling monthly Inventory.
- Perform data collection, data analysis, methods for problem-solving.
- Ad-hoc as requested by the managements.

#### 5. Customer Service Intern:

- Raising PO, quotations.
- Answering customers telephone queries.
- Generate client leads, increase the number of customers, answer client queries and prepare sales documentation.
- Communicating and handling customer information.
- Specific responsibilities include dealing with invoices, chasing up overdue payments and monitoring ongoing orders.
- Processing all sales-related paperwork, daily sales reports.
- Take care all clients information/contracts/payment terms.
- Ad-hoc as requested by the managements.

### PERSONAL SPECS

- Open for 3<sup>th</sup> – 4<sup>th</sup> year student in relating major or fresher.
- High level of English written and spoken.
- Willingness to work in a team environment.
- Handle multiple of tasks.
- Proficient skills with Microsoft Office applications (Excel, Outlook, Word).
- Able to work under pressure.
- Passion, a sense of humor, outgoing, team oriented.

### WORKING TIME & ALLOWANCES PER MONTH (VND)

1. **Working time:** Mon – Fri from 9am to 6pm.
2. **Address:** 2A Dang Huu Pho, Thao Dien Ward, District 2, HCMC.
3. **Allowance:** 2.000.000 – 3.000.000 VND / month
4. **Contact Person:** Loan Nguyen (Ms.) – loan.nguyen@alchemy-asia.com

To find out more about Alchemy and the portfolio, please go to [www.alchemy-asia.com](http://www.alchemy-asia.com).