

upGrad

Position	Project Assistant (6-month Intern)	Job Location	Ho Chi Minh City, Vietnam
Qualification	3rd and senior-year university student	Years of Exp	N/A

Company Overview	<p>About Us</p> <p>upGrad is an online education platform building the careers of tomorrow by offering the most industry-relevant programs in an immersive learning experience. Our mission is to create a new digital-first learning experience to deliver tangible career impact to individuals at scale. upGrad currently offers programs in Data Science, Machine Learning, Product Management, Digital Marketing, and Entrepreneurship, etc. upGrad is looking for people passionate about management and education to help design learning programs for working professionals to stay sharp and stay relevant and help build the careers of tomorrow.</p> <ul style="list-style-type: none"> • upGrad was awarded the Best Tech for Education by IAMAI for 2018-19 • upGrad was also ranked as one of the LinkedIn Top Startups 2018: The 25 most sought- after startups in India • upGrad was earlier selected as one of the top ten most innovative companies in India by FastCompany. • We were also covered by the Financial Times along with other disruptors in Ed-Tech • upGrad is the official education partner for Government of India - Startup India program • Our program with IIITB has been ranked #1 program in the country in the domain of Artificial Intelligence and Machine Learning
	<p>Job Description</p> <p><u>Role Summary</u> Project Assistant is responsible for the administrative processes and function in projects, also facilitate communication and assist with administrative duties.</p> <p><u>Roles & Responsibilities</u></p> <ul style="list-style-type: none"> • Managing files, updating paperwork and other documents, and performing other general office clerk duties and errands. • Assist in implementation of project activities in accordance with the work plan. • Collect, compile and organize background materials, documents, and other materials for meetings. • Prepare inputs to reports, summaries, graphs, and inputs to presentations in support of various project activities. • Support other tasks following arrangement of the Line Manager. <p><u>Skills Required</u></p> <ul style="list-style-type: none"> • Good command of English (especially in speaking and writing skills). • Having experience in planning and coordinating events or projects. • Detail-oriented, problem solving and communication skills. • Excellence in organizing and interpersonal skills. • Teamwork and collaboration ability. • Basic proficiency in MS Office Suite (Outlook, Word, Excel) is preferable.