



ACCOUNT INTERN

1. Job Description:

- Coordinate with internal team to make sure deliveries are sent on time according to agreed deadlines;
- Work with suppliers/vendors to manage and execute social/digital tasks on social channels;
- Alert problems if any and propose solutions to line manager during execution;
- Check and revise weekly and final campaign reports based on actual progress;
- Arrange internal meetings & handle paperwork.

2. Job Requirements:

- Fresh graduates in Communication, Marketing, Economics or have passion for Marketing & Communication;
- "CAN DO" attitude
- Strong attention to details with the ability to organize and prioritize client needs in a fast-paced environment;
- Result-driven & problem-solving approach;
- Very strong computer skills with proficiencies in Excel & PowerPoint and other related programs;
- Full-time intern (03 - 06 months);
- English requirement: Working Proficiency (IELTS 6.0).

3. Benefits:

- Work in a very motivated & open working environment;
- Internship allowance;
- Get training from experienced people;
- Participate in company projects;
- Team-building, company trips & bonding activities.

4. Working time and Location:

- Monday- Friday: 9.00am - 6.00pm
- FIT24 Building, No.1 Ba Thang Hai Street, Ward 11, Dist. 10, HCMC

5. Apply:

- Send your CV and Portfolio (In English) via email hr@zee.vn with title "APPLY POSITION – YOUR NAME".