
Internal Communication Intern

Established in 2016 in Hanoi, 1C Vietnam operates as a developer and distributor of software solutions for business automation on 1C:Enterprise platform. There are over 3000 companies in Vietnam using 1C solutions in their everyday business operation. 1C Vietnam partnership network actively expanding through the major cities across the country.

*We have an intermediate opening for the position of **Internal Communication Intern**. In this position, you will cooperate with our current back-office team to develop internal communication strategies and plans.*

Job Description:

- Support to plan and organize annual internal events to enhance employee engagement
- Collect materials of related articles, images, videos and publications for internal communication purposes
- Support to implement employer branding activities both internally and externally
- Take photos of events, have the ability to edit images posted on media platforms
- Basic video editing (image slide, insert music, text)
- Perform tasks as assigned by Team Leader

Qualifications:

- Bachelor degree from universities
- Good Russian/English language skill
- Good communication and organization skills
- Good information extraction, content writing skills
- Ability to cope with tight deadline and teamwork
- Passion for internal communication/HR/Branding
- Skills in using graphic design software, basic video clip editing, photoshop (Canva, Capcut,...) are valued

Benefits:

- Finance support and parking support
- Working days: Monday - Friday with flexible time
- Work in a professional, dynamic and international environment
- Official holidays according to Vietnamese regulations and annual company trip, gifts on special personal occasions, and annual corporate internal events.
- Free English and other language classes for staff

Send your CV to hr@1c.com.vn to apply!

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