



# INTERNAL RECRUITMENT

**SQUARE EXPERIENTIAL COMMUNICATIONS** is looking for:

**Position:** INTERNSHIP – FIELDWORK OPERATIONS (02)  
**Reports to:** FIELDWORK OPERATIONS SUPERVISOR  
**Working venue:** 55 Trương Quốc Dung Str., W. 10, Phú Nhuận Dist.,

## **I/ DUTIES:**

Support direct supervisor/ project lead in:

- Searching, inputting data and info for projects' needs.
- Communicating & coordinating internal teams to set up meetings (briefing, brainstorming, internal review...).
- Writing contact report after internal meetings.
- Doing paperwork under instruction of direct supervisor/ project lead.
- Involving in logistics management for the activations and be in charge a task onsite as assigned by project lead.

## **II/ REQUIREMENTS:**

- Perform as a member of Fieldwork Operations team and work as a junior Executive
- Proactive, flexible, deadline driven, willing to learn and get advice from account team
- Learn and understand company process to support team effectively
- Good in English is an added value
- Fresh graduate or senior student, major in Marketing/ Business/ Event Management...

### **Contact info:**

- **Email:** [humancapital@squaregroup.com.vn](mailto:humancapital@squaregroup.com.vn);  
[truc.nguyen@squaregroup.com.vn](mailto:truc.nguyen@squaregroup.com.vn)
- **Phone:** 08. 38421 558 – ext. 305 (Ms. Trúc Nguyễn)

Please recommend to whom it may concern; we'll contact shortlisted applicants for further discussion.

Thanks,

**HC Dept.,**