



INTERNAL RECRUITMENT

SQUARE EXPERIENTIAL COMMUNICATIONS is looking for:

Position: INTERNSHIP - ACCOUNT SERVICES
Reports to: ACCOUNT SUPERVISOR/ ACCOUNT MANAGER
Working venue: 55 Trương Quốc Dung Str., W. 10, Phú Nhuận Dist.,

I/ DUTIES:

Support direct supervisor/ project lead and Account Department in:

- Search data and info for project.
- Communication & coordinate 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.
- Contribute ideas for the project.
- Prepare logistics for the event and be in charge a task onsite on event day assigned by project lead.

II/ REQUIREMENTS:

- Perform as a member of account team and work as a junior AE
- 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
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- **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.,