In June 2021, we proudly became part of Sweco Group, a leading European company in the construction, industry, and infrastructure sectors. Today, we are **Sweco Vietnam**.

At Sweco Vietnam, **we don’t just offer a job** – **we offer a career**. Our engineers have the opportunity to work on cutting-edge projects that **shape the future of urbanization, digitalization, and sustainability**. Beyond technical work, we foster a dynamic and engaging workplace with exciting internal events such as Innovation Days, Year-End Parties, Family Days and technical seminars. Additionally, we collaborate with top-tier industry partners, giving our engineers exposure to **global best practices** and groundbreaking solutions.

To further enhance our work environment in Hanoi and Ho Chi Minh City, we are continuously seeking **passionate co-workers** who thrive in a dynamic setting and are eager to contribute to both innovative projects and a vibrant workplace culture. Join us and **transform society together!**

**JOB DESCRIPTION**

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| --- | --- | --- |
| JOB TITLE | : | **Employer Branding Intern** |
| DEPARTMENT | : | HR |
| REPORTING TO | : | HR Manager |
| JOB LOCATION | : | Hanoi/ HCM |

1. **DUTIES AND RESPONSIBILITIES**

**Internal Events & Employer Branding Support (85%)**

* Assist in organizing internal event, EB events and HR-led initiatives.
* Contribute to brainstorming ideas, preparing content, and planning PR activities for events.
* Help execute activities to enhance the company’s presence and reputation.
* Coordinate logistics for employee recognition programs.

**HR administrative and Documentation Support (5%)**

* Assist in preparing reports, presentations, and documents for HR activities.
* Assist with scheduling and logistics for interviews, meetings, and other HR activities.

**Recruitment Assistance (Hanoi Office) (5%)**

* Assist in job posting on various recruitment platforms.
* Prepare onboarding materials.

**Other HR Support Tasks (5%)**

* Provide general support to the HR team as needed.
* Participate in HR projects and process improvements.
* Assist with any additional tasks assigned by the HR team.

1. **YOUR SKILLS AND EXPERIENCE**

* Feel free to apply if you are a final-year student or a recent graduate.
* Having organizational and time-management skills.
* Attention to detail and accuracy in handling documents and data.
* Good communication and interpersonal skills.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with HR software/tools is a plus.
* Ability to handle confidential information with professionalism.
* Proactive, willing to learn, and eager to gain hands-on HR experience.
* Enthusiastic about employee engagement and people development.
* Good communication in English
* 06 months Internship period

1. **WHY WORK WITH US**

* Having the opportunity to join in internal events such as company trips, year-end parties, and more, all organized professionally.
* A European-style working environment with professional partners, offering opportunities to learn, enhance creativity, and pursue your passion for event management.
* Training and development roadmap
* Flexible started working time: From Mon to Fri ( Started 7AM – 9AM)
* Unique opportunity to work on a variety range of expertise
* Attractive allowance will be offed your performance

1. **HOW TO APPLY**

Interested candidates should send their detailed CVs in English to  [trinhtn@boydensvn.com](mailto:%20trinhtn@boydensvn.com) - Phone/Zalo 0938 308 550.

All applications will be kept strictly confidential and only those who are under consideration will be contacted.

**Tasks allocation for 6 months**

|  |  |  |
| --- | --- | --- |
| No. | Catalog | Detail |
| 1 | Training | * English classes: Arrange paper works, support to organize class and support participants, training record. |
| 2 | Recruitment | * Support to arrange interview room, PC and document for candidates in Hanoi * Support in preparing onboarding documents and orientation materials for new hires |
| 3 | Events | * Support all internal events and EB events include: Jo fairs, Conference with Universities, Company Tours, Engineer Talks, Innovations Day, Employees Awards. * Prepare necessary paper works and administration works for events * Participate in arranging logistic for events |
| 4 | Other | * Assist with any additional tasks assigned by the HR team |