

JOB ORDER SHEET



Company Information

Company Name	RGF HR Agent Vietnam				
Web Site	https://www.rgf-hragent.asia/en/vietnam				
Company PR Point	Good office location Many young employees Little/no overtime - RGF belongs to a very famous group in Japan, Recruit Holdings - All members are friendly and supportive - We have a professional working environment				
Product & Service	Recruitment Services				
Industries	Staffing / Recruiting;				
Established	2011	Owner Type	Japanese company	Employee	35

Job Details

Position	Intern in HCM - Recruitment Agency	Job Code	26662
Duties Responsibility	<Total employees: 12 including Japanese, Vietnamese> <Report line: Vietnamese manager> <Team members: 6 > <PR points> You will have the chance to: - Work in a young and dynamic environment with an average age of 27 - Get training for people who want to challenge themselves in the professional consulting area, especially developing in the recruitment area. - With our parent company being one of the biggest recruitment companies in Japan, we will have many opportunities to work with Japanese clients <Job tasks> • Upload candidates's information and create candidates's CV according to RGF's form. • Calling candidates lists to check candidates' update status and introduce/email suitable jobs to the candidates • Other supporting tasks assigned by the team manager * Chances to be promoted to Sourcing Staff/Career advisor in the future		
Working Address	R701, 7F, Centec Tower, 72-74 Nguyen Thi Minh Khai St., Vo Thi Sau Ward, District 3, HCM		
Working Time	8:30-17:30(Mon - Fri) (1 hour lunch break)		

Level	Intern/Parttime	Periods	3 months
Monthly Salary	30,000 VND/hour	Note	Salary paid based on actual working time Interns still have to be responsible for the incurred personal income tax generated by the salary according to the tax laws of Vietnam

Qualification

Age	23 ~ 26	Gender	Any	Education	Bachelor
Requirements	<Requirements> • Gender: Any • Age: under 26 • Language: English Intermediate Level • Experience: working as intern or temporary jobs in one of below experience can apply: - Searching candidates; OR - Sales in any industries *Fresh graduated student who want to work in Recruiting industry can apply. <Preferable personality> - Good communication skills - Quick learner. - Enjoy working in a rapid-changing environment and in a high-intensity condition - Sales mindset: Highly ambitious to achieve the target (possess target-oriented mind), has the sense of client-oriented, mind and thought - Japanese working environment familiar: Micro-Management Style (Check KPI daily & weekly)				
English Skill	Intermediate		Japanese Skill	None	

Selection Process

Number of interview	2times	Other Process	
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*This job order is created by our consultants based on the information provided by company. We cannot guarantee all terms of employment is the same as above.

