[HR/ADMIN] - Please send your CV in English to y.nguyen@2359media.com. Thank you

**Benefits:**

- Competitive salary

- Flexible working hours

- Able to gain precious experiences and great career development

**Job Descriptions:**

- Support collecting CVs, work with leaders to screen the CVs, contact candidates for interview and control recruiting process.

- Maintaining employee files, prepare documents for new hire, termination and other documents.

- Be involved in some employee activities: employee birthday, company trip, team dinner.

- Support to organize company events and team-building activities.

- Follow-up office monthly expenses and do monthly budget forecast.

- Monthly submit changes to Social Insurance Agency.

- Send monthly data to company’s Chief accountant.

- Work with suppliers for lunch order, drinking water, office equipment, weekly fulfill pantry area.

- Support management on relation issues.

- Update information to Singapore office.

**Requirements:**

- University Degree.

- Good at PC skills.

- Active and highly-motivated.

- Able to work independently and under high pressure.

- Highly trustworthy, accurate and loyal.

- Good communication skills both in English and Vietnamese.