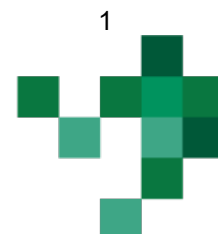


THÔNG TIN ĐĂNG TUYỂN

Position: Translator cum Marketing	Dept: General Affairs dept
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Job description:	
	<p>Company usually cooperate with international partners to widen its business activities so there is a need for a person who is good at English to translate, interpret not only in the meeting but also for the documents. This position is also support some task of Marketing to strengthen the PR and branding for the company.</p> <p>1. Translator and Interpreter</p> <ul style="list-style-type: none"> - Interpret documents, translates in the meeting with partners to develop the business as per the request from departments and BOD; - Work with relevant departments to communicate requests / work between guests / partners / foreign experts and relevant staff in the Company (via email, chat, meeting, etc) according to request; - Directly interpret at meetings and records meeting content (not including information which is so deep in technical field); - Do the due diligence (DD) for domestic and oversea partners when required as per the procedure to evaluate the capacity, reputation of them when decide to cooperate. <p>2. Perform the PR-Marketing tasks as assigned, including mainly but not limited:</p> <ul style="list-style-type: none"> - Search, write and post the articles on company’s communication channels including but not limited to website, LinkedIn, Facebook to ensure the on time of the information; - Works with designer to design the images, content for PR&MKT documents (Profile, brochure...); organizing events... ensuring that comply with regulation on company brand identity; - Other tasks as assigned and willing to travel for business in – out country.

Requirement:	
Quanlification:	<ul style="list-style-type: none"> - University graduated, major in Foreign Language or other related fields. Have English language certificate (IELTS 6.5 or higher)
Experience:	<ol style="list-style-type: none"> 1. Have at least 03 years of experience. 2. Having 2 years of Marketing would be preferred
Skill:	<ul style="list-style-type: none"> - Negotiation, communication, persuade. - Planning, organizing, checking and supervising - Independently work, teamwork - Time management



WORKING CONDITION	
Benefits	Working environment
<ul style="list-style-type: none"> - Salary: Competitive - 13th Month Salary Bonus, bonuses for other holidays, KPI bonus - All kinds of leaves and Insurance, Annual Health Checkup as per law regulation - Training. - Team building/Summer holiday. 	<ul style="list-style-type: none"> - Friendly and professional working environment. - Head Office: 9 Floor, Hoa Binh Tower, 106 Hoang Quoc Viet, Nghia Do, Cau Giay, Hanoi - Website: halcom.vn

Language of CV
<ul style="list-style-type: none"> - CV in English. - diep.ntt@halcom.vn