



Internal Communication Intern | JOB DESCRIPTION

Job Title	Internal Communication
Location	15 Le Quang Hoa, Hoa Xuan, Danang
Term	Full-time
Level	Intern
Allowance	Up to 5M Gross

I. Role

- **Content Creation Support:** Support the creation of internal communication content, including announcements, emails, articles, banners, event scripts, and posts on internal channels.
- **Channel Management Support:** Assist in managing, updating, and maintaining content across the company's internal communication platforms.
- **Event Coordination:** Coordinate and provide logistical support for internal events (setup, purchasing, check-in, and post-event reporting) such as onboarding, training programs, company events, and corporate culture initiatives.
- **Measurement & Improvement Support:** Help collect employee feedback and monitor, measure, and report on the effectiveness of internal communication activities (reach, engagement, feedback).
- Perform other tasks as assigned by the Line Manager.

II. Qualifications

Basic Qualifications:

- Final-year student or fresh graduate in Communications, Marketing, Human Resources, Journalism or related fields.
- Available at least 3 days per week; full-time interns preferred for the entire 3-month internship period.

- Passionate about corporate culture and employee experience.
- Good content mindset and storytelling abilities.
- Good writing & communications skills.
- Proficient in office and communications tools: Google Workspace, PowerPoint, Canva, etc.
- Creative, proactive, responsible, and highly attentive to accuracy.
- Openness to learning new skills and taking on new challenges.

Nice-to-Have:

- Experience in organizing or supporting small to medium-scale internal events or student club activities is a big plus.
- Photography, design or basic video editing skills are a plus.

III. Benefits

- Working time: 9 AM – 6 PM, Monday to Friday (flexible hours as long as productivity is ensured).
- Attractive internship allowance and comprehensive training from experienced mentors.
- Opportunity for full-time employment based on performance.
- Dynamic and flexible environment with positive teammates.
- Entitled to other benefits according to company policy.

Contact us to apply

Submit your CV to the following emails: ngoc.ttx@picontechnology.com

Subject of application: [Position applying for] - [Your Name]