**RECRUITMENT ANNOUNCEMENT**

**1. Vacancies**

- Internal communication staff working at the company in the city. Ha Noi.

**2. Number of vacancies**: 01

**3. Job description:**

- Make a communication plan in accordance with the requirements of building corporate culture

- In charge of the company's communication channels: website, fan page, internal information channel, etc.

- In charge of editing internal publications, documents, communication manuals.

- Making plans and organize internal events and collective activities to create cohesion among employees.

- Participating in the organization of the company's media events, social charity activities and other general PR activities

- Perform other related tasks as requested by the superior.

**4. Job requirements:**

- Working time: From Monday to Friday.

- Gender: Male/Female. 2 3 years old and older.

- Major: Journalism, Communication, Public Relations or related discipline

- At least 1 year experience in the similar position

- Creative ability, ideas for organizing programs, events, ability to connect people

- Ability to capture information, write media articles

- Having artistic talent such as singing, MC, acting, etc., is a big advantage

- Being enthusiastic, open and friendly

**5. Benefits**

**-** Salary: From 8-11 million or more + quarterly bonus + annual bonus.

- Having a labor contract, insurance, and other benefits of the company (travel, picnic activities, professional training program, profit-based bonus, and many other benefits).

- Dynamic, enthusiastic working environment with opportunities for promotion and personal development.

**6** . **Contact information**

**Contact person:** Ms. Thao – HR department. TEL: 0854316242.

**Office address:** Floor 2-A2-IA20, Nam Thang Long Urban Area, Pham Van Dong Street, Dong Ngac Ward, Bac Tu Liem district, Ha Noi.

**Or**send your CV on mail: [hr.mvg@megavietnam.vn](mailto:hr.mvg@megavietnam.vn).

**Contact:**

**-** Website: https://megavietnam.vn

- Panpage: <https://www.facebook.com/megavietnam.mvt>