



## INTERN REQUEST FORM

<b>GBU: Vaccine</b>	<b>Department: Vaccine</b>
<b>Job title: Sales Intern</b>	<b>Location: Ho Chi Minh city</b>
<b>Cost Center: 2429</b>	<b>Contract term (6 months): Oct 1, 2022 – March 31, 2023</b>
<b>Number of intern: 1</b>	<b>Monthly allowance (VND): 7 million VND</b>

### **1. Reason to hire**

Support Sales team activities

### **2. Job Description**

Support Sales team on sales events: using eTool, preparing documents to submit provinces DOH, working with agency follow results, logistics & follow up actions...

Support sales activities (logistics, administrative, facilities & follow up actions) such as Internal events, send/ receive mail & parcel for Sales team.

Follow up with vendors and internal departments for sales events (procurement, accounting, legal finance...)

Ad-hoc support for Head of Sales as per request

### **3. Requirements (education background and needed competencies)**

Undergraduate.

Good in English, both writing and speaking.

Pay attention to details, good at Word Excel, PPT and numbers.

Dynamic, outgoing and good communicator.

Good problem solving and Fast learner.

Please help to send your CV to contact information below:

Ms. Trinh Nguyen

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