

DATA MAINTENANCE JUNIOR

Company name

Vietnam IT Center

Company profile

With 4,100 employees, including 900 engineers and technicians, the Group provides technical consultancy and support for the full range of works from project planning (development of preliminary designs, alternative design proposals) to complete final designs, construction engineering and on-site activities.

Vietnam IT Center (ITC) based in Ho Chi Minh is an off-shoring platform. The goal of ITC is to provide IT services and to deploy solutions to improve communication and people collaboration through our company worldwide network.

Job Detail

Position: Data Maintenance Junior

Job Description

- Support users
- Update content of websites and database
- And carry out other business process outsourcings

Job Requirements

Ability to use well MS Offices (word, excel, ppt,...) & Internet

Ability to use Access and HTML is a plus

Beginner or Internship is also welcome

Language Skills

Writing and Speaking in English (or in French)

2nd foreign language in French (or in English) is a big plus

General Skills

Good communication

Well organized

Can-do attitude