

TMF Group in Vietnam is currently looking for Interns to join its HR & Payroll Services Team.

Job Position: HR & Payroll Intern

[Vietnam, Ho Chi Minh City] - Full Time

Job Purpose:

Throughout your unique experience and exposure as an Intern, you will be challenged to tackle real situations with the objective of contributing to our business needs. During the course of internship, you will establish real goals and your performance will be measured against a structured set of functional competencies. Without a doubt, this valuable learning before you set off your journey into the workforce.

Key Responsibilities:

- To fulfill tasks assigned with sufficient coaching by experienced Consultant/ Senior consultant including but not limited to;
- Assist to update individual staff profile and records in payroll system.
- Assist in tax and insurance lodgments preparation and submission to the local tax and social insurance departments;
- Assist to set-up appointments with the clients to obtain their signatures for the tax/insurance reports on a timely basis;

We help global companies expand and invest seamlessly across international borders. Our expert accountants, corporate secretarial and HR and payroll professionals are located around the world, enabling clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

With operations in more than 80 countries providing outsourced compliance services, TMF Group is the global expert that understands local needs.



Key Responsibilities (continued):

- Assist to reconciling the tax and insurance obligations on a timely manner;
- Document filing; and other tasks upon assignment.

Key Requirements:

- Possess a Bachelor's Degree/ Professional Certificate in HRM or its equivalent.
- No work experience required.
- Possesses a strong sense of responsibility, positive disposition, initiative, high integrity and able to work under strict deadlines.
- Meticulous and enjoy working with numbers.
- Good interpersonal skills, team player, yet able to work independently in a fast-paced environment.
- Good command of spoken and written English skills.

**Global reach,
Local knowledge**
Operating in more than 80 countries across EMEA, Asia Pacific and the Americas.

**Compliance.
Regulation.
Transparency.
Support.**



Working at TMF Group offers:

- **Learning opportunities:** you will work with highly experienced colleagues who are ready to share their knowledge, and will receive the opportunity to work on diverse and complex client requests. You will also be able to apply for and be supported for training.
- **Value-driven work environment:** you can expect integrity and respect from all your colleagues and your leadership team.
- **Teamwork:** an environment where we learn from our mistakes and work together to improve our processes continuously. A no-blame culture where teamwork is important, valued and lived daily.
- **Ambition:** we are a growing company in which we constantly look for the next opportunity and where all ideas are welcome.

How to Apply?

If you wish to apply, please submit your cv and motivational letter to apac.career@tmf-group.com

