

Job description for Minor Internship Program 2025

Department	Job Description
Accounting (AR)	<ul style="list-style-type: none"> - Support daily accounts receivable transactions and assist the team. - Prepare and process invoices, ensuring accuracy and timely distribution. - Monitor overdue payments and follow up with customers. - Reconcile customer accounts and resolve discrepancies. - Update and maintain aging accounts receivable reports. - Provide general administrative support as needed.
Customer Service	<ul style="list-style-type: none"> - Provide support in responding to customer inquiries via phone, email, or chat. - Assist in providing product information, order status updates, and answering questions related to services or policies. - Assist in addressing and resolving customer complaints or issues, ensuring that concerns are handled in a timely and efficient manner. - Help gather customer feedback on their experience and provide insights to improve customer service practices.
Graphic Design	<ul style="list-style-type: none"> - Support the design team in creating both online and offline artwork, including social media graphics, digital ads, posters, brochures, and more.
Human Resources	<ul style="list-style-type: none"> - Support the recruitment process. - Assist in maintaining and updating employee records in the HR system. - Support HR activity. - Provide general administrative assistance.
Marketing	<p><u>Marketing Communication</u></p> <ul style="list-style-type: none"> - Assist marketing communication in campaign on online and offline channel. - Work closely with graphic design for marketing artwork. - Create content and caption on social media. <p><u>Loyalty</u></p> <ul style="list-style-type: none"> - Support CRM campaign. - Create marketing communication plan. - Prepare sale and campaign performance report. <p><u>Local Store Marketing</u></p> <ul style="list-style-type: none"> - Support local store marketing activities and communication plan. - Coordinate with partners to produce marketing materials. - Coordinate with internal department and store for execute marketing program.
Merchandising	<ul style="list-style-type: none"> - Assist in tracking and analyzing sales performance data. - Generate regular reports to aid in decision-making processes. - Conduct research on industry trends, keeping the team informed of market movements. - Update information on product trends and monitor competitors' activities. - Collaborate with the buying team to gather essential data for purchasing decisions. - Contribute to the creation of training materials for shop staff. - Assist in preparing engaging content for product training sessions. - Provide support to buyers in various tasks as needed. - Collaborate with team members to ensure smooth workflow and task completion.
Operations	<ul style="list-style-type: none"> - Support operation teams on reporting. - Coordinate with other departments. - Assist with the day-to-day management of operations.
Product Management	<ul style="list-style-type: none"> - Research new product development. - Prepare product training document. - Prepare online product sheet. - Defective products report. - Supporting buyer's task.
Sales Support	<p><u>Sales Operations</u></p> <ul style="list-style-type: none"> - Assist in sales event organization. - Help with venue selection, materials preparation, catering, and technical requirements. - Provide logistical and administrative assistance to the sales team during events, including preparing materials and agendas. <p><u>Sales Order</u></p> <ul style="list-style-type: none"> - Assist in recording and processing customer sales orders accurately in the system. - Ensure all order are entered correctly.

	<ul style="list-style-type: none"> - Work closely with the sales teams to ensure timely and accurate order fulfillment. - Ensure all sales order records are updated and maintained properly for future reference and reporting purposes.
Research & Development	<ul style="list-style-type: none"> - Support the R&D team in creating new food products. - Organize and participate in taste tests, collecting feedback to improve product quality and performance. - Assist in researching new ingredients, packaging, and trends. - Prepare spec chart and standard of operation for operation site. - Assist in preparing reports for the R&D team.
Training	<ul style="list-style-type: none"> - Develop and improve training lessons along with training materials. - Facilitate all training sessions and collected comments to continuously improve upon. - Create manual instruction booklets and tutorial videos distributed to store employees of all locations.