

JOB DESCRIPTION

Company: FPT Software Co., LTD | akaBot (AKB Group)

Position: Internal Communications – AKB Group

Introduction

akaBot is among leading global RPA vendors with 500+ business customers in 14 countries. We've gathered under one and only one goal, "to make history in the RPA SaaS industry." akaBot is on solid track to make business operation in 100k+ big enterprises & SMEs easier towards digital transformation through Hyper Automation. We dream of the impossible and work with the team members who make the impossible possible.

AKB Group is looking for an Internal Communications who is interested in the IT industry and software products (especially with B2B, SaaS model). We are proud to have a dynamic, flexible and open working environment but also seriously focusing on effective and efficient performance at work.

What will you do when you join the team

- Make a communication plan in accordance with the requirements of company culture
- In charge of the company's communication channels: website, fanpage, internal information channel, ...
- In charge of editing internal publications, documents, communication guidelines to increase pride, improve knowledge about identity, brand development for employees and communicate with customers and the community.
- Brainstorm ideas to build and organize internal events and collective activities to create cohesion among employees: quarterly/annual sum-up, summer trip, games, Team-Building, etc.
- Receive training requests from departments, contact lecturers, organize some training courses in the company
- Perform some other tasks as required by Management

Who you are

- Graduated in Communication, Marketing, Human Resources, Economics or related disciplines.
- At least 1 year of experience in the relevant position.
- Experienced in organizing internal events, Team Building.
- Logical thinking, good arrangement and organization.

- A sociable person, agile, able to connect with others.
- Enthusiastic, dynamic and creative
- Able to work well in a team and willing to work overtime when required