



UNIS HANOI - POSITION DESCRIPTION

Division: Business Office
Position: Procurement Intern
Reports to: Procurement Manager
Working term: From early June to August 15, 2026

DUTIES AND RESPONSIBILITIES

- Supporting the Procurement Office to find local and international vendors to obtain quotes for required products/services as school regulations and practices.
- Supporting the Procurement Office to check quotes, draft a Vendor Evaluation Form to select the best vendor for the required products/services.
- Supporting to input data into the system with guidance and request
- Assisting the Procurement Office to dispense, check out stationery and check stationery inventory.
- Supporting to receive and check goods for arrived orders and categorize, deliver to Purchase Requesters/Teachers/Departments etc
- Support Procurement Office in paperwork of customs clearance for (non)instructional material with Department of Culture and Information, Third party of logistics, Express Courier like DHL, FEDEX ect and Customs Office
- Support Procurement Office to go to Express Courier to get the dispatch/cleared package
- Support other paperwork and tasks assigned by Procurement team

POSITION REQUIREMENTS

- Willing to learn, supportive attitude and good communication skills
- Proficiency in English across all four skills
- Hardworking, enthusiastic, and dynamic personality

BENEFITS

- Internship allowance
- Opportunity to work in a professional international organization
- Certificate after completion
- Gain insights into excellent customer service

- Develop effective communication and teamwork skills

HOW TO APPLY

Interested candidates are invited to submit their applications via email to tphuong@unishanoi.org by May 14, 2026.

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND SOCIAL JUSTICE

Diversity, Equity, Inclusion and Justice (DEIJ) work at UNIS Hanoi is ongoing. Everyday, we are building a stronger school community through efforts to become a more diverse, equitable and inclusive school for all members of our school community. We believe that our students reach personal and academic excellence when they are part of a supportive community that values and champions diversity, equity and inclusion and advocates for social justice. This commitment is anchored by having a faculty and staff who reflect the diversity of our world. As such, we encourage applications from all educators with the relevant qualifications and experience, including those who identify as BIPOC (Black, Indigenous, and people of color), educators with (dis)abilities, LGBTQ+ educators and others of diverse backgrounds, to apply to join our UNIS Hanoi community.