

About Impact Link Asia

Impact Link Asia (<https://impactlink.asia/>) is a specialist social impact consulting firm advancing the impact investing ecosystem in Asia, with expertise in impact measurement & management (IMM), data-driven technical support, and impact-focused investing advisory.

Role Summary

We are seeking a **detail-oriented Admin Intern** to support the COO in operational coordination and project administration.

This role is **execution-focused** and suitable for 3rd-year or final-year students from universities specializing in Banking, Economics, Finance, or related disciplines who are seeking practical exposure to internal operations within a professional consulting environment.

You will support administrative processes, financial documentation, vendor coordination, and logistics for advisory projects and ecosystem events. The position requires reliability, strong attention to detail, and the ability to handle confidential information with professionalism.

Key Responsibilities

1. Operational & Financial Administration

- Assist the COO in processing vendor payments, invoices, contracts, and related documentation;
- Support tracking and filing of financial and operational documents;
- Maintain organized digital records and documentation systems;
- Ensure accuracy and completeness of administrative paperwork.

2. Project Administration Support

- Support preparation of documents and materials for client engagements and advisory projects;

- Assist in compiling reports, slide decks, and internal documentation as required;
- Coordinate basic scheduling and follow-up actions related to project activities.

3. Event & Logistics Coordination

- Provide logistical and administrative support for workshops, training programs, and ecosystem events;
- Assist with vendor coordination and documentation related to event organization.

Requirements

- 3rd-year or final-year student in Banking, Finance, Economics, or related fields;
- Strong written and verbal communication skills in English and Vietnamese;
- High attention to detail and a structured working style;
- Strong organizational and time management skills, with the ability to meet deadlines;
- Commitment to maintaining **data confidentiality** and professional ethics, particularly when handling financial records and client-related materials;
- Proficiency in Microsoft Office Suite (PowerPoint, Word, Excel) and Google Workspace;
- Interest in social/environmental impact is an advantage.

Benefits

- Internship allowance in accordance with company policy.
- **Fully funded sponsorship** for the Social Value International (SVI) **SROI Level 1 certification**, supporting progression from Social Value Associate to Accredited Practitioner ([The Social Value Professional Pathway](#))
- Flexible working hours, as we prioritize product output and impact.
- You will work directly with the leadership team, gaining hands-on experience and exposure to Vietnam's innovative impact enterprises and investors.
- Access to in-depth knowledge of sustainable finance and impact measurement frameworks.



Job Title: Admin Intern
Duration: 6 months (part-time, 8-10 hours/week)
Compensation: Paid internship
Reports To: Chief Operating Officer (COO)
Location: Ho Chi Minh City, Vietnam (Hybrid)

- Work in a dynamic environment, and have the opportunity to contribute to high-impact, innovative projects.

How to apply?

Please submit your CV and a short Cover Letter to the email: careers@impactlink.asia

Subject line: Application – Admin Intern – [Your Name]

Deadline: Mar 31, 2026