



## Transforma Travel Group - Job Description Central Services Department Intern - Ho Chi Minh City

Transforma Travel Group is a leading youth travel company. Transforma's family of brands create culturally enriching, off-the-beaten-track, and educational adventures for travellers and students alike. Across all our brands, our mission is the same: to expand minds through transformative travel experiences.

- The Dragon Trip is a leading tour provider for affordable adventure tours across Asia, while The Coyote Trip provides affordable tours across the USA and Canada. Both companies focus on showing the real side of the countries we visit, through engaging backpacking trips that aim to broaden cultural understanding amongst the next generation of global citizens.
- The Learning Adventure is a leading educational tour provider for school and university students, operating educational trips across the globe. The company focuses on offering bespoke itineraries that deliver prescribed learning outcomes and unique, engaging activities to inspire the next generation of global citizens.

### The Role:

Transforma Travel Group is looking for an enthusiastic intern to support the growing Central Services Department, based in our Ho Chi Minh City office.

### Responsibilities:

- Gain a thorough understanding of the company structure and various business administration requirements.
- Conduct extensive research on local business laws to ensure compliance for all companies in our group.
- Assist in maintaining appropriate levels of insurance for all group companies.
- Support the renewal of accreditations with various industry bodies (e.g., ATOL, STF).
- Collaborate with legal, accounting, and consulting professionals in each region to ensure smooth business operations.
- Communicate effectively with directors, finance, HR, and other departments to facilitate business procedures.
- Respond to miscellaneous requests and complete forms related to business administration, licensing, and insurance.
- Assist other departments by providing guidance on business structure to complete tasks.
- Handle sourcing and contracting of non-operational expenditures (e.g., office space).
- Assist with projects for the TLA operations department as required.

### Competencies:



- Currently pursuing a degree in Law, International Business, or a related field.
- Strong interest in the technical aspects of business processes and structures.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong business acumen and attention to detail.
- Strong research skills, with the ability to prepare detailed proposals and reports.

**Requirements:**

- Commitment to the internship period of 6 months.

**Location:** Based in Vietnam

**Duration:** 6 months

**Department:** Central Services

**Application Process:**

Interested candidates should submit their resume detailing their qualifications and interest in the position to [anh.truong@transformatravelgroup.com](mailto:anh.truong@transformatravelgroup.com)