



www.wareflex.io - Vietnam's First one-stop logistics service platform.

Position: Accounting Intern

Location: District 2, Ho Chi Minh City

Reporting to: General Accountant, Chief Accountant.

Company Website: www.wareflex.io

About Wareflex:

Wareflex is transforming logistics in Vietnam through an innovative technology platform that offers tailored solutions to businesses. With over 730 partner warehouses and 14,000 trucks in our network, we provide unmatched transparency, flexibility, and cost efficiency. Our mission is to reshape the logistics landscape, making it seamless, flexible and cost-effective for businesses in Vietnam.

Join us to be part of this exciting transformation. We are looking for motivated individuals to help drive our growth, deliver innovative solutions, and achieve our vision for the future

Key Responsibilities:

- Enter daily transactions (revenue, expenses, receivables and payables) into the accounting software under the guidance of the General Accountant.
- Check, organize and archive accounting documents (invoices, contracts, delivery notes, payment requests), and follow up with the Sales and Operations teams on missing documents.
- Support issuing e-invoices to customers on time.
- Assist in reconciling receivables and payables with customers and vendors (trucking companies, warehouses).
- Prepare payment requests and follow up on payment schedules.
- Support the preparation of monthly reports and VAT declaration documents.
- Perform other tasks assigned by the General Accountant.

Requirements:

- **Education:** Final-year student or fresh graduate in Accounting, Finance, Auditing or a related field.
- **Priority:** Candidates who are about to graduate and have few remaining classes at university, so they can work at the office at least 4–5 days per week.
- **Availability:** Able to commit to an internship of at least 3 months; full-time preferred.
- **Experience:** No experience required. A previous internship or part-time accounting job is a plus.

Skills:

- Basic knowledge of Vietnamese accounting standards (VAS) and VAT.
- Good Microsoft Excel skills (VLOOKUP, SUMIF, Pivot Table). Familiarity with accounting software such as MISA is a plus.
- Basic English reading and writing skills.
- Careful, detail-oriented and well-organized.
- Eager to learn, responsible and a good team player.

What You Will Gain:

- Hands-on experience with real accounting work at a fast-growing logistics technology startup.
- Direct guidance from the General Accountant and Chief Accountant.
- Internship confirmation for your university.
- Opportunity to be considered for a full-time position after the internship.

How to Apply:

To apply, send your CV to phuong.vu@wareflex.io with subject: **Accounting Intern – [Your Name]**