We are looking for potential candidate for the following vacancy:

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**Intern**

Working at CP/PIR-VN (purchasing department)

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**Robert Bosch Vietnam Co., Ltd.**

Flr 10, 194 Golden Building, 473 Dien Bien Phu Str, Ward 25, Binh Thanh District, HCMC

The Bosch Group is a leading global supplier of technology and services. In the areas of automotive and industrial technology, consumer goods, and building technology, some 302,500 associates generated sales of 51.5 billion Euros in fiscal year 2011. The Bosch Group comprises Robert Bosch GmbH and its more than 350 subsidiaries and regional companies in over 60 countries. This worldwide development, manufacturing, and sales network is the foundation for further growth. Each year, Bosch spent some 4.2 billion euros for research and development in 2011, and applied for over 4,100 patents worldwide. With all its products and services, Bosch enhances the quality of life by providing solutions which are both innovative and beneficial.

Robert Bosch Vietnam Co., Ltd. is the BOSCH Group's first investment in Vietnam into a high tech production facility for push-belts used in vehicles with Continuously Variable Transmission (CVT). By 2015, the Group's total investment in Vietnam is expected to reach 230 million Euros with a total of about 1,300 associates.

**Job description**

- Preparing document for PO issuing
- Prepare supplier data base, follow up RFQs
- Others daily business assistant

**Job requirement**

- College/University Student

**Preferred Language**

- English

**Work experience**

- Null, used to be internship in other company is preferred
Abilities

- Trading, social communication
- Careful, active, honest, good attitude, willing to learn

Contact person: Ms. Nguyen Thi Thanh Thao
Tel: (84 8) 62583690
Email: Thao.NguyenThiThanh@vn.bosch.com
We are looking for potential candidate for the following vacancy:

| Intern | Working at DC/SVN (drives and controls department) | 01 vacancy |

Robert Bosch Vietnam Co., Ltd.

Flr 10, 194 Golden Building, 473 Dien Bien Phu Str, Ward 25, Binh Thanh District, HCMC

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**Job description**

- Coordinating office operations and procedures to ensure organizational activities effectiveness and efficiency
- To implement office policies, standards and procedures
- To implement and maintaining administrative system including time record management
- To implement office system, layout and equipment procurements
- Attending to general e-mail enquiries
- To implement and maintain office filling system efficiency
- To answer/record or transfer the our coming call from PABX
- To provide all general secretarial services that are required in the office
- To arrange office travel arrangement and accommodation
- To responsible for hotel booking for external parties
- To support internal and external meeting conferences/programmes/events
- Performing other related duties as assigned by superior
Job requirement

- Bachelor degree

Preferred Language

- English

Abilities

- Familiar with MS Office 7
- Good communication and interpersonal skills
- A team player with the ability to work with diligence and accuracy
- Flexible with the ability of multitask

Contact person: Ms. Nguyen Thi Thanh Thao

Tel: (84 8) 62583690

Email: Thao.NguyenThiThanh@vn.bosch.com
We are looking for potential candidates for the following vacancy:

| Intern | Working at CI/FSR5-AS (IT) | 01 vacancy |

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**Job description**

1. Support users on PC, network, printer installation, troubleshooting & resolving problems
2. Doing document & report in CI department
3. Support on CI training

**Preferred Language**

- English (good in oral and writing)

**Work experience**

- Null
Abilities

- MS office, PC hardware and network knowledge / experience
- Good communication
- Teamwork

Personality

- dynamic
- able to work overtime
- disciplinary

Contact person: Ms. Nguyen Thi Thanh Thao

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