

## [SO] Project Management Assistant (Japanese + English)

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Company: Bosch Group

Location: Ho Chi Minh City

Category: business-and-financial-operations

### Job Description

Your main responsibility would be:

Act as a contact window and receive requests from project managers and project teams.

Assist project managers and project teams in project management related tasks such as budget tracking, risk reporting, preparing documents for project reviews, facilitating internal project meetings with distributed team members, following up open points, advising project managers in Bosch's project management processes, and administrative tasks.

Collaborate with other functional departments to fulfill project management processes. For instance, work with controllers to perform business plan and quarterly revenue/expenses forecast; work with quality managers to prepare for project reviews.

Collaborate with other project management assistants in many countries to exchange lessons learned, best practices, and processes/tools update.

Use various internal and external tools/applications (Microsoft Project, Salesforce, etc.), and ensure that the project information is properly maintained in the Project Management Information Systems.

### Qualifications

Bachelor Degree in Economics, BA, Linguistics or related field

Proficient in Japanese communication, at least JLPN N2

Proficient in English communication

Well versed in using Microsoft office applications, especially Excel (Logical, Lookup function; Pivot table; Charts. Power Query is a plus)

Time management skills

Coordination skills

Can work independently as well as work in a team

Quick learner

Project management knowledge is a plus

#### Additional Information

Why **BOSCH** ?

Because we don't just follow trends, **create** them.

Because together we turn ideas into reality, working every day to make the world of tomorrow a better place. Do you have high standards when it comes to your job? So do we.

At Bosch, you will discover more than just work.

#### **Benefits and Career Opportunities**

Working in one of the **Best Places to Work** Vietnam

Join a dynamic and fast growing global company **English-speaking** environment)

**13th-month salary bonus** attractive **performance bonus** (you'll love it!) + annual performance appraisal

**100% monthly basic salary** and **mandatory social insurances** in 2-month probation

**Onsite opportunities** short-term and long-term assignments

**15++ days of annual leave** day of birthday leave

Premium health insurance for employee and **all family members**

**Flexible working time**

Lunch and parking allowance

Various training on hot-trend technologies/ foreign language (English/Chinese/Japanese) and soft-skills

**Fitness & sport activities** football, badminton, yoga, Aerobic

Free in-house entertainment facilities and snack

Join in various team building, company trip, year-end party, tech talks and a lot of charity events

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