

[SO] Project Management Intern (EN+JP)

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Company: Bosch

Location: Ho Chi Minh City

Category: business-and-financial-operations

Job Description

The Internship Project Management Associate will:

Support process related tasks and documentation

Proceed administrative tasks such as sending meeting invitations, preparing workshops, recording meeting minutes, following-up non-project pending points, and managing team's internal websites

Support Organizational activities: engagement, buddy, newcomer support, automation documentation, etc

Play a Key User role in one or multiple internal application(s)

Support other ad-hoc tasks

Learn various internal and external tools/applications to understand how project information is properly maintained in the Project Management Information Systems.

Qualifications

Must be undergraduate student at university with Economics, Business management or Linguistic background

Able to work full-time in **6 months** .

Good communication, verbal and written both in English and Japanese (N3 or higher is preferable)

Good at using Microsoft Office applications (PowerPoint, Word, Teams, SharePoint)

Willing to learn, high teamwork spirit, proactive mindset

Diligent, enthusiastic, and self-confident to meet deadlines

Possess Time Management skill and Follow-up skills

Well-organized, detail-oriented, and ability to manage multiple tasks simultaneously.

Additional Information

Why BOSCH?

Because we do not just follow trends, we **create** them. 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 and Top 30 of the **Most Innovative Companies** all over the world

Join in a dynamic and fast-growing global company (**English-speaking** environment), with opportunity to work in global projects and being a part of innovation team contributing initiative ideas to the hi-tech world

Onsite opportunities : short-term and long-term assignments in worldwide offices

Engage in our **diverse training** programs which surely help strengthen both your personal and professionalism

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

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

15++ days of annual leave + 1-day of birthday leave

Premium health insurance for employee and **02 family members**

Flexible working time and working model

Lunch and parking allowance

Good benefits of company activities such as: football, badminton, yoga, Aerobic, team building...

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