Internship
Corporate Communication Department

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. The Bosch Group comprises Robert Bosch GmbH and its more than 350 subsidiaries and regional companies in over 60 countries with over 300,000 associates all over the world.

Bosch has been present in Vietnam since 1994. In April 2008, it set up the 100% foreign-owned subsidiary, Robert Bosch Vietnam Co. Ltd in Ho Chi Minh City, with branch offices in Hanoi, Da Nang, a branch for manufacturing in Long Thanh, Dong Nai province (Gasoline Systems division) and a software engineering centre (Robert Bosch Engineering and Business Solutions Vietnam Company Ltd). Today, Bosch supplies a wide range of technological products and solutions including Automotive components, diagnostic tools and equipment; Drive and Control Technology; Power Tools; Security Systems and Thermotechnology.

Main tasks
- Assist the executive in managing internal and external communication.
- Represent the executive in communicating and doing business with externalities (e.g. agencies) and with internalities (other departments and personnel)
- Process documents/tasks and follow up with further revision from the executive
- Maintain the corporate design guidelines and correctly advise all stakeholders whose visual works are related
- Promote corporate design including visual design such as proposal, slide, news blast, standee, poster, backdrop, gift, product
- Organize main events relating to media channels in which Bosch associates are involved or Bosch image is the main theme
- Do research on venues and organizing sites to serve some upcoming event
- Be in charge of BonaParte, a software used for purchasing of COM

Job requirements
- 3rd – 4th year undergraduates with major in Marketing/PR or relevant fields.
- Good command of English and Vietnamese

Success stories don’t just happen. They are made.

Make it happen. Apply now.
Country: Vietnam
Location: HCMC
Working time: 8:00 – 17:00
40 hours/week
Duration: 6 months

Contact HR Department
TRAN THI NGOC HANH
fixed-term.hanh.tranthingoc@vn.bosch.com

Interested candidates, kindly send your application to the above address.
Please be informed that only shortlisted candidates will be contacted.
• Event coordinator experience is an advantage but not a must
• Good in MS Office, Graphic tools, Sound & Movie Editing tools, Social Media Channels Management: Facebook and Website
• Good communication skill, attentive to details, critical and strategic thinking
• Good visual design

Benefits
• Competitive internship allowance, 1 paid leave per month
• Daily lunch and parking provided.