Assistant Administration
Drive and Control Division

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 Thermo technology.

**Main tasks**

- To coordinate office operations and procedures to ensure organizational activities effectiveness and efficiency
- To attend to general e-mail enquiries
- To implement and maintain office filling system efficiency
- To manage daily affairs of administrative operation: car contract – courier – stationary – security – maintenance and cleaning services ...
- Time recording and lunch allowance, transportation, accommodation and business travel arrangement.
- To answer/record or transfer the out coming call from PABX.
- Service invoice support
- CO/CQ support
- To provide all general secretarial services that are required in the office
- To arrange office travel arrangement and accommodation
- To support internal and external meeting conferences/programmes/events.
- To perform other related duties as assigned by superior

**Job requirements**

- Bachelor undergraduate in Business Management or relevant disciplines
(preferably 3rd-4th year students)

- No working experiences required, although students with experience in school/social activities are preferred.
- The ability to work with diligence & accuracy.
- Strong communication skills and interpersonal competence.
- Good command in both oral & written English.
- Advanced knowledge in MS Office.
- Good understanding of basic account.

Benefits

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