Internship – After Sales & Admin
Thermo Technology 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 Thermo technology.

**Main tasks**

- Make offer for spare parts. Contact and prepare for quotation
- Coordinate with Logistic and Financial and Accounting department to deliver goods to customers
- Record and follow up payment
- Input for preparation of reports.

**Job requirements**

- Bachelor- or Master undergraduate in Business, Economics or Commerce
- No working experiences required, although students with experience in school/social activities are preferred
- Willing-to-do attitude and quick learner
- High sense of responsibility and carefulness
- Good in written and spoken English, German/Vietnamese is a plus.
- Advanced knowledge in MS Office.

**Benefits**

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

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**Make it happen. Apply now.**

Country: Vietnam  
Location: HCMC  
Working time: 8:00 – 17:00  
40 hours/week  
Duration: 6 months

Contact HR Department
  
HO NGUYEN THAO TRANG
  
fixed-term.rbvn.hrl1@vn.bosch.com

Interested candidates, kindly send your application to the above address.
Please be informed that only shortlisted candidates will be contacted.