Internship – Human Resource

Human Resource Department (RBAS/HRC-VN)

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

- Assist in HR IT project: data security observation, data migration
- Assist in employee data administration
- Coordinate in expatriate services (arrange information trips, housing services, work permit, visa, residence cards; prepare checklist and administrative work for info trip; liaise with Crown on house/school service; prepare welcome materials for new associates.
- Coordinate in contract management (tracking on excel file associates whose probation/labour contracts due and need new contract – based on contract time data only, no data of salary or more personal data involved)

Job requirements

- Bachelor degree undergraduates (preferably 2nd-3rd year students); students under master programs are welcomed to apply
- No working experiences required, although students with dynamic experience in school/social activities are preferred
- Good command in English and Vietnamese
- Good user of MS Office tools
- Good communication skill
- Eyes for details and good organization skill

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.rbvn.hr.intern@vn.bosch.com

Interested candidates, kindly send your application to the above address.
Please be informed that only shortlisted candidates will be contacted.
Expected starting date: Feb 2014

Benefits

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