**[BD/PA-WP] Project Assistant Internship**

Ward 13, 364 Đ. Cộng Hòa, street, Tân Bình, Hồ Chí Minh 70000, Vietnam

Full-time

**Company Description**

***The Bosch Group*** *is a leading global supplier of technology and services. Since the beginning of 2013, its operations have been divided into four business sectors: Automotive Technology, Industrial Technology, Consumer Goods, and Energy and Building Technology.*

*The Bosch Group comprises Robert Bosch GmbH and its roughly 360 subsidiaries and regional companies in some 50 countries. If its sales and service partners are included, then Bosch is represented in roughly 150 countries. This worldwide development, manufacturing, and sales network is the foundation for further growth.*

***Bosch Global Software Technologies Company Limited (BGSV) i****s 100% owned subsidiary of Robert Bosch GmbH - one of the world’s leading global suppliers of technology and services, offering end-to-end Engineering, IT, and Business Solutions.*

*Starting its operation from 2010 at Etown 2 in HCMC, BGSV is the first software development center of Bosch in Southeast Asia. BGSV nowadays have over 4,000 associates, with a global footprint and presence in the US, Europe, and the Asia Pacific region.*

*With our unique ability to offer end-to-end solutions that connect sensors, software, and services, we enable businesses to move from the traditional to digital or improve businesses by introducing a digital element in their products and processes.*

**Job Description**

Join our dynamic team and contribute to our mission of bringing excellence to software development. As a Project Assistant Intern, you'll gain valuable experience in a fast-paced software development environment, collaborating with cross-functional teams and supporting critical project activities.

* Meeting Support & Documentation: Attend daily meetings, meticulously capture meeting minutes, and track action items to ensure timely closure.
* Project Tracking & Reporting: Monitor and report on key project milestones, OKRs, and KPIs for the department and stakeholders. Utilize basic data analysis skills to identify trends and insights.
* Stakeholder Collaboration: Work effectively with multiple stakeholders, including other departments, external partners, universities, and customers, to drive project success.
* Event Coordination: Assist in planning and organizing events such as meetings, workshops, competitions, and initiatives, ensuring smooth execution and problem-solving for operational issues.
* Project Manager Support: Serve as a valuable assistant to Project Managers, tracking functional and non-functional work items, supporting engagement activities, and contributing to the overall project planning process.
* Training & Travel Planning: Assist in the planning and coordination of training sessions and travel arrangements for team members.
* Operational & Administrative Support: Provide support for daily departmental activities, including administrative tasks and continuous improvement initiatives.

**Additional Information:**

What are your benefits when joining this Internship Program?

* Immerse yourself in a dynamic, English-speaking, multicultural work environment alongside a young and passionate team.
* Receive professional training in both technical and soft skills through on-the-job learning experiences.
* Earn an internship allowance throughout the program.
* Enjoy meal and parking allowances.

**Qualifications**

* Education: 3rd or 4th-year student majoring in Engineering, IT, Economics, Foreign Trade, Business, Language, or related fields.
* Communication: Upper Intermediate English communication skills (speaking, writing, listening) and excellent interpersonal skills.
* Organizational Skills: Strong attention to detail, ability to follow up on tasks diligently, and data-driven approach to problem-solving.
* Technical Skills: Proficient in Microsoft Office Suite (Word, PowerPoint, Excel with pivot tables, formulas, and functions).
* Initiative and Teamwork: Highly enthusiastic, self-motivated, proactive, and results-oriented with a collaborative mindset.
* Additional Assets: Prior experience in a project management environment, familiarity with Agile methodologies.

**To Apply:**

Please submit your resume, cover letter, and any relevant academic transcripts or project work. We look forward to hearing from you!

**Note: This is a full-time internship opportunity (40 hours per week) with flexible working hours.** Successful interns may be considered for full-time employment after the program.

**Additional information**

* Working in one of the **Best Places to Work i**n Vietnam
* Join a dynamic and fast growing global company (**English-speaking** environment)
* **13th-month salary bonus** + attractive **performance bonus** (you'll love it!) + annual performance appraisal
* **100% monthly basic salary** and **mandatory social insurances** in 2-month probation
* **Onsite opportunities**: short-term and long-term assignments
* **15++ days of annual leave** + 1 day of birthday leave
* Premium health insurance for employee and **02 family members**
* **Flexible working time**
* Lunch and parking allowance
* Various training on hot-trend technologies/ foreign language (English/Chinese/Japanese) and soft-skills
* **Fitness & sport activities**: football, badminton, yoga, Aerobic
* Free in-house entertainment facilities and snack
* Join in various team building, company trip, year-end party, tech talks and a lot of charity events