

NEXTERN VIETNAM SUMMER INTERNSHIP PROGRAM 2023

1. Purpose:

- ✓ Help students to understand how product activities, and technology and gain professional experience as well.
- ✓ Introduce & popularize NXTVN VN to students whereby we can attract the students for hiring the right people.

1. Participant:

- 3rd or 4th–year students with backgrounds in Electrical – Electronics, Mechanical, Mechatronics, Computer Science Engineering/ Information Technology, Industrial Management, Foreign Trade, Supply Chain Management, Business Administration.

2. Internship period:

The schedule will be 02 months **from July 3rd to August 18th, 2023 (07 weeks)**

- from **Monday to Friday (8:00 ~ 16:30)** including lunchtime: 30 minutes.

3. Internship requirements:

- Good planning & co-ordination skill, creativity & can work independently, strong problem solving & analytical skills.
- Has an interest in pursuing a career in the related internship assignment.
- Willing to learn & quick learner.
- High Responsibilities
- Disciplinary person
- Creative person
- Good at English and computer

4. Internship benefit:

- ✓ Company will provide transportation at the designated stations. In case the company can't arrange transportation for the trainees, they will get a transportation allowance: 500,000vnd/month.
 - ✓ Lunch meals are provided as per company policy.
 - ✓ Internship allowance: 170,000 VND/ day/ person. In there, the trainees will pay PIT, obligatory insurance for the Government.
 - ✓ Can participate in NXTVN activities and events.
 - ✓ Will be entitled to have Accident Insurance 24 x 24 during the internship period.
 - ✓ Will be provided with necessary equipment/tools/stationery based on work requirements.
- Interns will have a mentor selected between our Senior Engineer/ Officer and an Administrative responsible person; they can answer their problems during the internship.

5. Internship quantity:

- ✓ Please refer to the proposed intern's quantity in 2023:

Dept.	Function of Department	Q'ty	Requirements/Background
EN	Project Engineering/Process support	1	Electric, Electronic, Automation, Mechatronics, Manufacturing. Knowledge in related software. Good communication in English Proactive and responsibility
	Process Development Engineer	1	Electric, Electronic, Electronics and Telecommunication, Automation. Knowledge in related software. Good communication in English Proactive and responsibility
PD- Mfg. Engineering	Support ME team to design fixture, maintenance machine. Improve process	1	Mechanical Engineering, Automation, Mechatronics Engineering. Can use 3D design software: Pro/E, Solid Work, NX...
QA	Support to do digitalize for quality department (IPQC, PSI, Training.)	1	Computer software/ Information Technology with PHP, JavaScript, Electronic Engineering, or relevant fields Be able to set up a webpage.
SC	Support maintaining Material Master and OTD data/ Material Planning/ Supplier sourcing. Support for Logistics	1	Mechanical Engineering, Industrial Management, Foreign Trade, Business Administration, Supply Chain management or relevant fields Good communication and Diligent.
HR	Support recruitment, University activities and employee relation activities	1	Background in business or liberal arts Good communication in English Active and careful
Total		6	

6. Internship program:

The training program is designed to equip full skills for the student to strengthen their next steps on the career path, detailed as follows:

✓ **Orientation program:**

- The program to give trainees the necessary knowledge to join well the Company and the Department where they will make functional practice.

✓ **Soft skills** (Communication, Time Management, Presentation, Integration in the Workplace, Email and Report Writing, how to write a CV and prepare before an Interview):

- These are very important soft skills for young engineers to ensure good cooperation with their superiors and peers on the way to joining a working environment and catching up on their goals.
- The training courses will be conducted by Company experts in this field. Modern training methods will be applied that help trainees join actively to research the content and get the learning objectives.

✓ **Functional training program**

- After getting above basic training, students will enter the professional training content. It is designed separately by each department in the Company.

- Most practice time will be spent on this program. It is on-job-training for Internships. They will be trained in the working procedure as well as practice at the workshop to get experience.
- ✓ **Sharing in Coffee Talk**
 - Sharing working experiences from NXTVN employees to interns in a Friday coffee talk (3.30 – 4.00 PM)
- ✓ **Report:**
 - Interns are requested to submit the weekly report to the mentor and HR coordinator. It is one of the good ways to help to observe the training effect and ensure the learning processes are smoothly run. Obstacles if any will be removed immediately to be able to give the best result to Internships.
- ✓ **Projects**
 - It is the final step of the Internship program. Interns will be required to present what they will have learnt, and what will need to be improved to help the Company be better.
 - A committee including functional experts, mentors, and managers will be examiners and give feedback for the presentation as well as advice to the presenter to help them understand more clearly about the topic or any inquiries.

7. Selection process:

Steps	Timing	Description
Collect application form	May 29 th – June 10 th	- Send the application form to the email address: hrvn@nextern.com
Screen the application form and interview at NXTVN	June 12 th - 20 th	HR & Hiring department will interview their candidates
Inform the result	June 21 st – 23 rd	Contact selected internship students by phone, email and post results on University's notice board.
Confirm and update the training plan	June 26 th – 30 th	Confirm with Supervisors/Team Leaders and prepare office desks, computer, ...

8. Contact information

For further inquiries, please contact Nextern Vietnam LLC. – Attention: HR & Admin. Department, Tel: 0274-3803760. Ext. 201 or Email: hrvn@nextern.com.