

## DATALOGIC VIETNAM SUMMER INTERNSHIP PROGRAM 2019 FOR THE UNIVERSITIES

### 1. Purpose:

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

### 1. Participant:

- 4<sup>th</sup> –year students with background in Electrical – Electronics, Mechanical, Mechatronics, Computer Science Engineering/ Information Technology, Financial Accounting, Business Administration, Industrial Management.
- 3<sup>rd</sup> year student joined the internship program in 2018 is preferred.

### 2. Internship period:

The schedule will be 02 months **from June 17<sup>th</sup> to August 16<sup>th</sup>, 2019**

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

### 3. Internship requirements:

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

### 4. Internship quantity:

- ✓ Please refer to the proposed quantity of summer internship in 2019 as follows:

Dept.	Function of Department	Quantity	Requirements/Background
Facilities Control	Support to apply ISO 45001	1	- Have basic knowledge about SHE and OHSAS 18001.
	Support electrical technician	1	- Intermediate Degree in Electronics
Production	Support build some small SWs to record NOV, loss time, problem, ...	1	- Software programing (C#) - Information Technology
Planning	Support planners to make FRU plan, confirm ICPOs based on planners' instruction, update & follow FA, run daily shortage report, create production orders	1	- Good at English and computer - Willing to learn & quick learner - High responsibilities
Quality Assurance	Develop software to control ECO implementation process	1	Computer software/ Information Technology

Manufacturing Engineering	Electronics Testing Engineering	1	<ul style="list-style-type: none"> <li>- Electronics Engineering or Mechatronics Engineering</li> <li>- Have experience in designing electronics circuit with both schematic and layout.</li> <li>- Have experience in programming languages (VB,C,C#, Nodejs...)</li> </ul>
	Mechanical engineering - Design, machine & assemble jigs & fixtures used for products testing & assembly. - Modify, duplicate tools/ jigs & fixtures to improve products quality & production efficiency. - Support new product introduction and assembly process improvement. - Day-to-day troubleshoot machines & tooling issues in production floor.	1	<ul style="list-style-type: none"> <li>- Mechanical Engineering, Automation, Mechatronics Engineering, Machinery Manufacturing engineering or relevant fields (prefer Mechatronics engineering).</li> <li>- Knowledge of pneumatic, PLC, 3D CAD design software: Creo (Pro E), Solidworks, NX, Autodesk Inventor,... prefer Creo.</li> <li>- Base design knowledge of jigs &amp; fixtures, mechanical fabrication drawings.</li> <li>- Can use hand &amp; power mechanical tools/ equipment basically.</li> <li>- Final-year students of technical university: HCMUTE, HCMUT, IUH...</li> <li>- High precision machining &amp; CAD/ CAM-CNC will be plus, but not required.</li> </ul>
	Electronics Testing Engineering	1	Electronics Engineering or Mechatronics Engineering Have experience in designing electronics circuit with both schematic and layout Have experience in programming languages (VB,C,C#, Nodejs...)
	AME	1	<ul style="list-style-type: none"> <li>- Computer science, IT background</li> <li>- Programming language : SQL, Python,R Excel analytic</li> <li>- Front end language: Javascript, Flask, Html</li> <li>- Work experience as a data analyst or in related field in manufacturing.</li> <li>- Ability to analyze existing tools and databases and provide software solution recommendations.</li> <li>- Ability to translate business requirements into technical document</li> <li>- Ability build up data solution (automated data process, KPI dashboard, data collection app) to support manufacturing process</li> <li>- Understanding of database system (MSSQL, MongoDB, Postgresql)</li> <li>- High-level written and verbal communication skills</li> </ul>
Human Resources	Support recruitment and employee relation activities	1	<ul style="list-style-type: none"> <li>- Background in business or liberal arts</li> <li>- Good communication in English</li> <li>- Active and careful</li> </ul>
Finance	Support Treasury in document control & Account Payable Team in payable	1	<ul style="list-style-type: none"> <li>- MS office (word, excel) &amp; English skills</li> <li>- Finance/ Accounting basis knowledge</li> <li>- Agile, patient, careful, teamwork</li> </ul>

	task (verify invoice, collect supporting document to set up Payment Request)		
Procurement	<ul style="list-style-type: none"> <li>- Contact suppliers (local and foreign) to collect data on materials</li> <li>- Set up database for reports</li> </ul>	1	<ul style="list-style-type: none"> <li>- 4th year student or fresh graduate</li> <li>- Major in Industrial Management/Industrial System Engineering.</li> <li>- Skillful at English communication</li> </ul>

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## 5. Internship benefit:

- ✓ Company will provide transportation at the designated stations. In case the company can't arrange transportation for the trainees, they will get transportation allowance: 300,000vnd/month.
- ✓ Lunch & extra meals for the trainees who work full day.
- ✓ Internship allowance: 150,000 VND/ day/ person. Except for the working time mentioned above, the trainees' overtime will be applied according to current practice of Labor Code, Company rules & regulations. In there, the trainees will pay PIT, obligatory insurances for the Government.
- ✓ Can participate in Datalogic VN activities and events
- ✓ Will be entitled to have Accident Insurance 24 x 24 during the internship period.
- ✓ Will be provided necessary equipment/tools/stationery based on work requirement.
- ✓ Internship will have a mentor selected between our Senior Engineer and an Administrative responsible person; they can answer about problems during internship and students will have also a mail support if they need.

## 6. Internship program:

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

- ✓ Orientation program:
  - The program to give trainees necessary knowledge to join well the Company and the Department where they will make functional practice.
- ✓ Understand Italian culture and American culture:
  - The programs will be conducted by Italian and American expert who work in Company. Working culture, the life, the typical habit, countries history...will be showed to be able to give Internships a good view about how to work well with Italian and American Colleagues
- ✓ Soft-skills (Communication, Time Management, Presentation, Integration in the Workplace, Email and Report Writing, How to write CV and prepare before a Interview):
  - These are very important soft skills for young engineers ensure good cooperation with their superiors and peers on the way of joining a working environment and catching up their goals.
  - The training courses will be conducted by Company experts in this field. Modern training method will be applied that help trainees joining actively to research the content and get the learning objectives.
- ✓ Functional training program.
  - After getting above basic trainings, students will enter the professional training content. It is designed separately by each department in the Company.
  - Most practice time will be spent for this program. It is on-job-training for Internships. They will be trained about the working procedure as well as practice at workshop to get experience.

- ✓ Sharing in Coffee Talk
  - Sharing working experiences from Datalogic employees to intern students in a Friday coffee talk (3.30 – 4.00 PM)
- ✓ Report:
  - Internships are requested to submit weekly report to mentor and HR coordinator. It is one of the good ways that 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. Internship will be required to present what they will have learnt, what will need be improved to help Company be better.
  - A committee including functional experts, mentor, and manager will be examiners and give feedback for the presentation as well as advices to the presenter to help them understand clearer about the topic or any inquiries.

## 7. Selection process:

Steps	Timing	Description
Collect application form	April 23 <sup>rd</sup> ~ May 24 <sup>th</sup> , 2018	- Send the application form to email address: <a href="mailto:vn.recruitment@datalogic.com">vn.recruitment@datalogic.com</a> - Prepare 2 groups of shortlist for interview: + Group 1 for CVs collecting from April 23 <sup>rd</sup> to May 15 <sup>th</sup> + Group 2 for CVs collecting from May 16 <sup>th</sup> to May 24 <sup>th</sup> (after job fair at UTE on May 22 <sup>th</sup> )
Screen application form and interview at Datalogic Vietnam	May 16 <sup>th</sup> ~ June 5 <sup>th</sup> , 2018	
Inform the result	June 6 <sup>th</sup> ~ June 12 <sup>th</sup> , 2018	Contact selected internship students by phone, email and post results on University's notice board.
Confirm and update training plan	June 6 <sup>th</sup> ~ June 12 <sup>th</sup> , 2018	Confirm with Supervisors/Team Leaders and prepare office desks, computer, ...

## 8. Contact information

For further inquiries, please contact with Human Resource & Administration Department:

- Ms. Linh Pham – HR Officer of Recruitment Team at [vn.recruitment@datalogic.com](mailto:vn.recruitment@datalogic.com) or 028 3730 8481 (ext. 841010)