

## **Intern - Human Resources Business Partner**

### **Responsibility:**

- Operating as a business partner, manage and find a diverse spectrum of employee and human resources relations issues, sounds inquiries.
- Assist manager to define and deploy the internal projects/ events relating to human resources system
- Prepare and facilitate the training courses, doing simple data analysis + reporting, functioning on system.
- Book the payment request in the system and follow up with finance to make sure on time in full.
- Other tasks requested by manager

### **Requirement:**

#### **1. Required skills & knowledge for the position:**

- Strong technical knowledge: Lean Manufacturing, Industrial System Engineering, Industrial Management (compulsory)
- Strongly logical skill
- Project Management skills
- Communication pro-actively with human resources, workforces and customer satisfaction oriented (responsive, value added,..)

#### **2. Required Educational Background & Professional Experience**

- University degrees – Industrial System Engineering/ Industrial Management major and other Engineering Bachelor's Degree
- Fresh Graduate and 3-4 year students can work fulltime
- Good in English skills (reading and writing)

**Benefits:**

Competitive Internship Allowance (3.400.000 VND + Parking Fee)

Opportunity to experience multinational working environment

**Period:** 6 months, Monday - Friday, 8:30AM - 5:30PM

**Location:** Venue: Lot HT-2-3, D2 Road, Saigon Hi-tech Park, Tang Nhon Phu B Ward, District 9, Ho Chi Minh City, Vietnam (offer Company's Bus)

**HOW TO APPLY**

Send your CV to our mailbox: **[vn.recruitment@schneider-electric.com](mailto:vn.recruitment@schneider-electric.com)**

Subject: **[Schneider - HRBP Manufacturing Intern] - Full name**