

SCHOELLER BLECKMANN OILFIELD EQUIPMENT VIETNAM SUMMER INTERNSHIP PROGRAM FOR THE UNIVERSITIES

1. Purpose:

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

1. Participant:

- 4th-year students with background in Mechanical, Mechatronics, Computer Science Engineering/ Information Technology, Financial Accounting, Business Administration, Industrial Management from HCMC University of Technology, HCMC University of Technology and Education, HCMC University of Natural Sciences, Foreign Trade University, etc.

2. Internship period:

The schedule will be from 10 to 12 weeks **from June 12th to August 28th, 2018**

- from **Monday to Friday (8:30 ~ 17:30)** including lunch time: 30mins.

3. Internship requirements:

- Good planning & co-ordination skill, creativity & 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 person
- Creative person
- Good at English and computer

4. Internship quantity:

- ✓ Please refer to the proposed intern's quantity in 2018:

Proposal 2018			
Dept.	Function of Department	Q'ty.	Requirements/Background
Quality Assurance	Incoming inspection Process inspection Quality Management System: API Q1 (including ISO 9001:2008); API 7/1 HSE (ISO 14000) Supplier audit	1	4th year student from the faculty: -Mechanical

Technical Engineering	Design drawing for new FA, review drawing Design machines, job card Design manufacturing processes CNC programming	1	4th year student from the faculties: - Mechanical engineer, - Software engineer (PC programming)
Production	Production planning Production Tool manufacturing Facility maintenance	2	4th year student from the faculty: - Mechanical engineer
Supply Chain	Import-Export documents/process Inventory control Deal price & check payment term Purchase raw material and equipment	1	4th year student from the faculties: - Economics, Foreign Trade
Finance	Day to day transactional accounting Company's cashflow Company's budgets and forecasts Financial statements	1	4th year student/graduated from the faculties: - Accounting - Finance
Total		6	

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: 300,000 – 500,000vnd/month.
- ✓ Lunch for the trainees who work full day.
- ✓ Internship allowance: 200,000 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 SBOE VN activities and events: sporting day, quarterly team building, etc.
- ✓ Will be entitled to have Accident Insurances 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.
- ✓ Soft-skills (Communication, Presentation, Writing CV):
 - 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 three 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 the job training for Internships. They will be trained about the working procedure as well as practice at workshop to get experience.
- ✓ Report:
 - Internships are request 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 the application form	May 8 th ~ 30 th , 2018	Send the application form to email address: recruitment@sboevn.com
Screen the application form	June 01 st ~ June 4 th , 2018	-

Interview at SBOE VN	June 5 th ~ June 6 th , 2018	The candidate who is selected will be contacted to interview (English and Professional Test)
Inform the result	June 7 th ~ June 8 th , 2018	Will be posted up the University's notice board.

8. Contact information

For further inquiries, please contact with Human Resource Department:

- Ms. Yen at 650 3589 590 ext. 29 or email recruitment@sboevn.com