

1.Intern –行政助理实习生(Location: Shanghai)

Job Description:

1. General reception work (phone call answering, visitor's reception & registration, courier management)
2. General administration work (meeting room arrangement, stationery booking)
3. Incoming & outgoing mail handling
4. Other support for Office Administration & Finance

Job Requirements:

1. Bachelor Degree or above
2. 3rd grade university student is preferred
3. Major in Administration of finance will be better
4. Relevant intern experience on receptionist and office admin work
5. Good interpersonal and communication skills
6. Detail oriented, results oriented, enthusiastic
7. Able to work independently and meet tight deadlines
8. Positive, eager to learn and willing to take up new duties
9. Good command of both written and spoken English and Chinese
10. Strong computer skills including MS Word, Excel and Power Point
11. Can work at least 3-4 days per week

2.Intern –市场部实习生(Location: Shanghai)

Job Description:

1. Marketing information (including competitors product and application) collection and analysis
2. Document/folder/ishare/Records management
3. Translation Support: RM PPT, SAE PPT
4. Generic marketing report generation

Job Requirements:

1. Master in process
2. Fluent English in speaking and writing
3. Basic knowledge on data collection and analysis

3.Intern –销售助理实习生(Location: Shanghai)

Job Description:

1. Support to set up the MDS (material data sheet) in CAMDS/China Automotive Material Data System
2. Submit the CAMDS entry to the customer and follow up with the acceptance
3. CAMDS system maintenance for the user access
4. Any other duties as and when assigned

Job Requirements:

1. 2nd year for the master degree; 3rd year or 4th year student for bachelor degree, major in Materials Science and Engineering will be preferred
2. Organized, good work attitude and precise
3. Able to work independently and meet tight deadlines
4. Good command in English spoken and written language
5. Team working spirit and willing to offer assistance to others
6. Can work at least 3 days per week

4.Intern—半导体行业分析助理实习生(Location: Shanghai)

Job Description:

1. Admin support to supervisor i.e. coordination internal/external parties: data Collection:
2. report/presentation preparation in the following areas
3. Build-up fundamental business understanding by analyzing the business environment for
4. Semiconductor market and (market conditions and competitors strategies and investigation of internal strategic/financial position)
5. Assist to set and review key business indicators and perform gap-analysis to monitor target achievements
6. Based on the findings, develop and follow-up action plans to achieve the goals set by the management board
7. Ad hoc projects

Job Requirements:

1. 3rd year student for bachelor or 2nd year for master degree with some relevant experience
2. Management consulting job
3. Open, honest, proactive, hands on experience with Microsoft application
4. Work both independently but also a good team player
5. Good command in English spoken and written language, CET 6
6. Capability to communicate with all levels both internally and externally

5.Intern—电气硬件部实习生 (Location: Shanghai)

Job Responsibilities

1. Design schematic, PCB layout, generate BOM
2. PCB solder and debug
3. Demo build and test
4. High power thermal test and data analysis
5. Verify DUT(Device Under Test) on test bench

Job Requirements:

1. Master degree, second year in school
2. Familiar with Altium designer software

3. Knowledge of equipments/tools in lab
4. Good to knowledge on matlab or thermal simulation
5. 3-4 day work per week

6.Intern—汽车电子部实习生(Location: Shanghai)

Job Description:

ATV software engineer

1. Study AURIX
2. Know the motor control
3. Study algorithm
4. Code generation
5. Testing
6. Prepare documents

Job Requirements:

1. Understand mirco controller
2. Understand motor control
3. It's better know IF UC

7.Intern—采购部门实习生 (Location: Shanghai)

Job Description:

1. To cover Team Assistant administrative responsibilities for Purchasing department including but not limited to travel, meeting coordination & etc
2. Assist with PUR team on filing and documentation on both regular and ad-hoc projects/programs
 - Assist with purchase order management, delivery tracking
 - Assist with contract signature process with suppliers
 - Assist with contract uploading to web tool
 - Other tasks assigned by manager
3. Internship length: 6 months
4. Attendance: at least 3-4 days per week

Job Requirements:

1. Bachelor Degree or above
2. 3rd or 4th Grade university student or 1st or 2nd Grade postgraduate is preferred
3. Can work at least 3-4 days per week
4. Intern experience as Team Assistant is an advantage
5. Good interpersonal and communication skills
6. Detail oriented, results oriented, and enthusiastic
7. Good command of both written and spoken English and Chinese
8. Strong computer skills including MS Word, Excel and PowerPoint
9. Able to work independently and meet tight deadlines

10. Positive, eager to learn and willing to take up new duties

8.Intern—财务部实习生 (Location: Beijing)

Job Description:

1. Filling finance vouchers
2. Scan finance documents to Shared Accounting Service Center for booking
3. Check out company staff reimbursement
4. Three way match for PO
5. Support cashier daily work
6. Other Ad hoc tasks

Job Requirements:

1. College or University student, Grade Three is preferred
2. Good communication skills
3. Good at office software
4. Attention to details, tidy up, high accuracy and punctual
5. Fast learner and good team player
6. Get understanding of finance department working process
7. Hands on experience of FIE finance
8. Know FIE culture for future work