

XP Power is a major supplier of critical power conversion technology to the medical, technology, industrial and defense markets. We are a fast-growing company listed on the London Stock Exchange. We are looking for self-motivated professional who thrive in dynamic environments. We are proud of and committed to our culture that values Customer Focus, Flexibility, Knowledge, Speed and Integrity. Joining our team means you will work in a high performing global company where employees collaborate and strive for excellence.

JOB DESCRIPTION

Operations Internship Program @ XP Power Vietnam

Explore our wide variety of internship programs where students have the opportunity to work in a global collaborative environment, interact with our leaders, foster relationships, build professional networks and handle real-world business situations.

We are now seeking for Operations interns to do hands-on work that would have the opportunity to add directly to the bottom line of our company's performance.

A mentor and a supervisor will be assigned to you to provide you with regular and structured feedback. They will provide you with the support that you need to succeed whilst completing your internship.

Following the successful completion of the assessments, you could be offered an employment opportunity in a full-time role.

Responsibility:

1. Production Team

- Improve productivity by performing evaluations, time studies, simulation, and line balancing
- Perform capacity utilization analysis

2. Supply Chain Team

- Assist in completing monthly demand forecast related data entry to allow accurate forecasting and material supply planning
- Perform data collection, spreadsheet creation and data analysis for material inventories

3. Human Resource Team

- Gathering payroll data like working hours, leaves and bank accounts.
- Screening resumes and application forms
- Schedule and confirm interviews with candidates
- Prepare HR-related reports as needed (according to available templates)

Benefits :

- Monthly allowance
- Unique opportunity to work within a multi-lingual, multi-cultural environment with creative and innovative committed colleagues.
- Great career development opportunities
- Standard health-check
- Various training courses by company and XP Power global
- Year-end party, team building activities...
- Occasion-based activities; birthdays, weddings