

## Young, Vibrant, Dynamic!

### Internship Team Assistant

At Siemens, we create technologies that take society further. How? Through electrification, automation and digitalization. We are changing the cities you live in, the places you work, the energy that powers your home, and the way the products you love are manufactured.

#### Who are we looking for?

Team Assistant Intern

#### Scope of activities

- Internship period: 3 month(s)
- Support team for administration matters (travel arrangements, claim settlements, etc.)
- Prepare document needed for tender or presentation
- Coordinate office transportation arrangements and meeting room arrangements

#### Qualifications

- At least a Diploma/Bachelor's Degree in Secretarial or any related major from a reputable university or academy
- Fluency in English both written & spoken
- Good communication & interpersonal skill
- Willing to be placed in Pulomas
- Show can do attitude and able to work under pressure

#### How to apply?

Send your CV to [career.id@siemens.com](mailto:career.id@siemens.com) and write the position title in the e-mail subject