

HUMAN RESOURCES

JOB DESCRIPTION

Employer:	Nefab Vietnam	Location:	Yen Phong, Bac Ninh
Job title:	Intern (NextGen Program)		
Department	Purchase, Planning, Quality, Production, Engineering, Maintenance	Service grade:	
Reports to:	Department Manager		
Direct reports:	Department Manager		
Prepared by:	HR Department	Revision date:	May 2026

JOB SUMMARY

Nefab Group is on a growth journey, and we are dependent on high-performance people to succeed. The NEFAB NEXTGEN PROGRAM is an internship program designed for dynamic and proactive young talents who are eager to learn and gain practical experience in a professional working environment at Nefab.

Internship Duration: 3 months (expected from June 2026 to September 2026)

- Receive 1:1 training and guidance from mentors.
- Participate in real projects and gain a clear understanding of business operations.
- Work in a European-standard corporate environment.
- Paid internship and participation in skill development training programs.
- Opportunity to become an official employee after the internship period.

MAIN RESPONSIBILITIES

- Support professional tasks in assigned departments (Purchasing, Planning, Production, Quality Systems, Design Engineering, and Maintenance).
- Participate in monitoring data, processes, and work progress, and assist in preparing reports.
- Coordinate with related departments to ensure tasks are implemented according to plans and procedures.
- Participate in improvement projects and practical projects (individual/group) under the guidance of mentors.
- Perform other duties assigned by managers/mentors.

MINIMUM EXPERIENCE AND EDUCATION

EDUCATION

University degree in Business Administration, Economics, Supply Chain, Engineering, Industrial Management, Mechanical Engineering, or related fields.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

INTERNAL – NEFAB PROPRIETARY INFORMATION

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EXPERIENCE

3rd-year, 4th-year students, or fresh graduates from Universities.

LANGUAGES

Good communication skills in Vietnamese and English (written and verbal).

SKILLS AND COMPETENCES

- Logical thinking, carefulness, proactiveness, and a strong learning attitude.
- Ability to work with data and processes; basic MS Excel skills.
- Good analytical skills.
- Good problem-solving skills.
- Integrity, proactive, organized, good interpersonal skills.
- Eager to learning.
- Willingness to work and collaborate with multiple departments.

HEALTH AND SAFETY AND ENVIRONMENTAL OBLIGATIONS

HEALTH AND SAFETY

As per company regulations

ENVIRONMENT

As per company regulations

ADDITIONAL INFORMATION <RENAME IF NEEDED>

Our Core Values are Simplicity, Empowerment and Respect. Our ways of working are characterized by Customer First, Cooperation and Communication. At Nefab you are expected to respect the environment, while putting customers first. In our global organization we cooperate and communicate, and you are empowered to innovate and simplify.

Nefab embraces diversity and equal opportunities, and therefore welcome all applications. We are committed to building teams with a variety of backgrounds, perspectives and skills.

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