

KUEHNE+NAGEL

We have the pleasure to offer the position of **Intern** with terms stipulated below:

1) Internship Period:

From Jan/Feb 2021 to Jun 2021

2) Wages

Salary is **TWD24,000** per month (before tax)

3) Working Hours

- a) Monday to Friday - 9:00 a.m. – 5:30 p.m. (12:30 p.m. – 13:30 p.m. Lunch break).
- b) When the situation requires, Intern are expected to work overtime upon request of Management.

4) Nature of the Internship

The purpose of the Internship is to give the Intern first-hand experience of the Logistics industry and develop relevant new skills.

The Intern will during the course of the Internship to obtain different experience from various department and topics:

- Business Development
- Customer Service
- Human Resources (CARE / Engagement / Welfare Committee)
- Marketing
- Process Continuous Improvement
- Digitalization (Freight Net)

5) Job Purpose

- To support all business development activities by coordinating activities with customer, Key Account Manager, business development managers (BDM), inside sales, operations and overseas offices.
- To support on managing the process improvement function. This includes all the related activities of process analysis, performance management, project management, using lean methodologies when required, as well as supporting with documentation and business process modelling in compliance with KN standards for all operation processes and their related applications.

6) Main Responsibilities

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- To conduct market research, analyze and generate report on top of market developments and business opportunities.
- To coordinate with all related parties to ensure a seamless customer service experience for all customers + stakeholders.
- To support on execution of marketing, advertising and promotion programs to maximize sales.
- To search information, compile data and analyze for business process enhancement.
- To support the process improvement projects with the objective of productivity and/or quality enhancement with lean methodology.
- To support the implementation of changed processes to improve the quality and productivity of operational processes and systems.
- To support the analysis of operational procedures for both customers and suppliers and assist with documenting and producing solutions.
- To identify and refer data quality issues to responsible parties for corrective actions.
- To support on other projects when required, e.g. Employer Branding, Employee Engagement, CARE Program, Welfare Committee.

7) Qualifications

- Familiar with MS Office system operation (word, excel, and power point).
- Good at communication, data analysis and presentation.
- Language-Chinese and English in fluent level.
- This job holder needs to be proactive and efficient, have a strong sense of responsibility and motivation to deliver results.