



Date: 2019/06/25

Job Description

Information about hiring department		
Dept. Name	FUSO Academy	Dept. Abbreviation: TA/SNT
Full Name of Approver (at least L3)	██████████	Signature/Date:
Full Name of Hiring Manager (L4)	██████████	Signature/Date:
Intern workplace / Contract type	Shinkawasaki K1	Full time (40 hrs./week)
Information about Intern (if already decided) / Start date at least 2 months after request "the intern need to be enrolled as a student during the internship period"		
Intern Name		
Duration (from ... to ...)		of

Roles and Tasks

Main Task 1 Project Management Support

- ISO/TS 16949 Process documentation
- Training Center renovation project
- Key figure creation for all training areas

Main Task 2 General Support

- General office support
- Supporting all FUSO Academy forums including minutes of meeting (MOM)
- Preparation of presentations and reports for FUSO top management

Main Task 3 FUSO Academy steering & Communication

- Preparation of strategic Business workshops
- Preparation of an interactive 2 days town hall for all FUSO Academy members

Other Task

- Process Management training development
- KPI Management training development

Requirements (Prerequisite)

Practical knowledge and experiences

- Project management skills beneficial

Language skills

- Business English

Requirements (*Preferred*) Preferred

skills

- Advanced skills in Microsoft Office (Word, Outlook, Excel)
- Advanced skills in Microsoft PowerPoint
- Good communication skills

Personal skills

- Strong teamwork skills and multicultural competency - Professional work attitude

三菱ふそうトラック・バス株式会社

1/2



三菱ふそうトラック・バス株式会社

2/2