



INTERNSHIP PROGRAM 2024_BATCH 2

About ofi

Olam Food Ingredients (ofi) is a global leader offering naturally good food & beverage ingredients and solutions. ofi commenced operations in Vietnam in 1997, setting up its representative office. Since then, we have established an extensive presence across different parts of Vietnam, including our head office in Ho Chi Minh City and regional offices in Binh Dinh, Long An, Dong Nai, Phu Yen, Lamdong and Gia Lai Provinces.

ofi Vietnam is currently the largest exporter of Cashews, Pepper & Instant Coffee in Vietnam, investing in the state-of-the-art instant coffee facility and running 7 large factories with 7,500 employees across Central & South Vietnam. Our operations have an interface with a farmer network of 2 million farmers. We are also amongst the largest exporter of Green Coffee in Vietnam.

We have established sustainability programmers for black pepper, coffee & cashew. We are excited about our future prospects in Vietnam as the country has huge potential in agriculture.

Overview of the position

We are committed to creating a diverse and inclusive workplace, where all employees are treated with respect and are given equal opportunities to grow and develop. We are seeking talented, motivated individuals who want to make a positive impact on the world.

If you are looking for an exciting internship opportunity that will challenge you and help you grow, then ofi Vietnam is the place for you!

Available Slots:

1. Process Innovation Intern – Research, Development, and Innovation – Long An
2. Product Innovation Intern – Research, Development, and Innovation – Long An
3. Quality Control Intern – Quality – Tien Nga, Dong Nai
4. Quality Assurance Intern – Quality – Tien Nga, Dong Nai
5. Digital Intern (SAP Fiori) – Operation / Digital – Tien Nga, Dong Nai
6. Food Safety and Quality Intern – Tien Nga, Dong Nai
7. Data Standardization Intern (Food Quality) – B5, Tien Nga, Dong Nai
8. Procurement Intern – B12, Tien Nga, Dong Nai
9. Packaging Intern – B12, Tien Nga, Dong Nai
10. Operational Intern – Tien Nga, Dong Nai
11. C&B Intern – Ho Chi Minh City

1. Process Innovation Intern – Long An

- Working at Research, Development, and Innovation Department
- To identify the bottle neck and recommend workable solutions
- Requirements: fresh graduates from technical university, majoring in Food Technology, Chemical Engineer or relevant field.

2. **Product Innovation Intern – Long An**
 - Working at Research, Development, and Innovation Department
 - Design the process and conduct lab or pilot scale experiment to develop new products
 - Understand the existing process and design new experiments for product development
 - Requirements: fresh graduates from technical university, majoring in Food Technology, Chemical Engineer or relevant field

3. **Quality Control Intern – Dong Nai**
 - Ensure that the input data is standardized in the database to make statistical information readily available, aiding in decision-making processes pertaining to quality matters.
 - GMP Inspection and other paperwork
 - Requirements: Majoring in Food Technology

4. **Quality Assurance Intern – Dong Nai**
 - Follow procedures to support of reviewing production and quality record (paper work) supporting to the next audit from MDL customer.
 - Support to revise the system procedure (check typo, translate,...)
 - Requirements: Majoring in Food Technology

5. **Digital Intern (SAP Fiori) – Dong Nai**
 - Help Desk SAP-Fiori
 - Data Analysis by Power BI
 - Requirements: Majoring in Technology with SAP/Fiori Knowledge

6. **Food Safety and Quality Intern – Dong Nai**
 - Opportunity to positively impact several food safety, quality, and efficiency initiatives.
 - Framework to manage the processes and procedures that contribute to the safety, quality, and compliance of food and beverage products.
 - Write, update, stakeholders on technical documentation pertaining to Food Safety and quality programs.
 - Requirements: Final year or fresher students in bachelor's in Food science, Food Science and technology, Food processing and technology

7. **Data Standardization Intern (Food Quality) –Dong Nai**
 - Understand the process in the factory and identify the areas / parameters which are being recorded
 - Standardize the Quality data sheets in the different areas of the factory to be able to match Production check lists
 - Duplication of task to be eradicated and simplification of the process to capture the essential data
 - Requirements: Majoring in Food Quality or Food Science

8. Procurement Intern – Dong Nai

- Receiving requests from various functions, analyzing specifications, technical standards, quality requirements, quantity, and locating appropriate vendors
- Sample Arrangement
- Purchase materials and services in support of production and company objectives using approved suppliers
- Monitor suppliers to achieve procurement targets in price, delivery, and quality
- Requirements: Majoring in Food Quality or Food Science or Food Science or relevant fields.

9. Packaging Intern – Dong Nai

- Execute assigned routine and basic tasks of the work area with exhibiting expertise:
 - Manage responsible themes of packaging development and collaborating with related departments in accordance with new product development procedure, quality assessment procedure;
 - Coordinate relevant information to unify strategy related to packaging development of responsible theme: expand the concept and analyze packaging survey with relevant departments;
 - Investigate new technology by making test or desk studies;
 - Acquire technology information with experts and suppliers to introduce to daily tasks or improvement;
- Complete assigned tasks by coordinating the work with others in the team and collaborating/ coordinating with other teams, including supporting jobs
- Requirements: Final year or fresher students in bachelor's in Food Quality or Food Science or relevant fields.

10. Operational Intern – Dong Nai

- Implement and Enhance Operation Excellence for Pistachios
- Requirements: Majoring in Management Information System in UEL, with Operation mindset, Communication, Problem Solving, Data Analysis

11. C&B Intern – Ho Chi Minh City

- Draft/Prepare labor contract, check and regularly follow up labor contract
- Manage and follow up documents related to insurance and personal income tax
- Input, check and follow up data in the system
- Requirements: Bachelor's degree or equivalent in Human Resources or related fields, basic knowledge of salary calculations and tax filing, can use HTKK

Requirement

- Final year or fresher students in bachelor's or master's degree program in a relevant field.
- Must be fluent in both written and spoken English.



- Working location: Mostly in Dong Nai Province, have shuttle bus service and remote working policy (2-3 days per week depending on tasks).
- Must have good academic records.
- Must have strong communication and interpersonal skills.
- Must be a team player and able to work well with others.
- Must have a strong work ethic and be willing to learn.
- "Can Do" spirit.

What we offer

- Bus shuttle from Binh Thanh to Factories.
- Allowance internship.
- Learning & Development opportunities for both soft skills and professional skills.

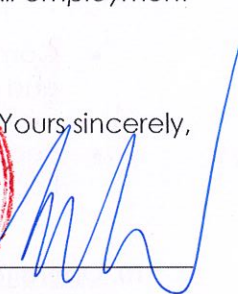
Application Process

1. Application receiving & interview: May 2024 – June 2024
2. Applications to be sent to: van.pham@ofi.com or vy.nguyen@ofi.com
Email Subject: ofi_Internship program desired position.
3. Expected Joining period: July 2024

Our Purpose is to "be the change for good food and a healthy future". At **ofi**, we celebrate our diversity. **ofi** provides equality of opportunity for all persons with respect to hiring without discrimination on the grounds of race, color, religion, national origin, sex, pregnancy, age, disability, veteran status, or sexual orientation. All employment decisions will be based on qualifications, merit, and business needs.



Yours sincerely,


Country HR Head