



**Hamilton Central Europe** is offering an internship for those eager to start their careers! You'll gain practical experience, learn new skills, and work alongside experienced professionals.

**About us:**

Hamilton Central Europe started its activity in Romania in 2013 by producing components for microliter syringes. With the opening of this headquarters, Romania became the second country in Europe, after Switzerland, where Hamilton Company is engaged in production activities.

Currently, at the plant in Giarmata, our team produces highly precision instruments used in analysis and research laboratories (high precision syringes, pumps, valves, needles, pipetting modules, etc.) as well as accessories for medical devices. The products manufactured by Hamilton Central Europe in Timis are used in the profile markets in Europe, Asia and South Africa, mostly in scientific research laboratories, analytical applications laboratories and intensive care units.

# Internship@Hamilton

## Job descriptions - 6 open positions

### **ICT Service Desk Intern**

- Offers technical support and assistance to colleagues on various ICT requests
- Installs and configures new IT equipment;
- Makes sure all IT equipment, is functional: laptops, printers, phones, projectors
- Communicates with phone and internet suppliers when necessary

### **Engineering Intern**

- Ensures the introduction of a new process in production and train the operators when a new product is launched into production
- In charge of continuous optimization/improvement of the production process (time, quality, costs)
- Provides guidance to production employees and show alternate methods of solving or preventing process or technical problems
- Proposes needed equipment/tool for a new product or for the process improvement
- Updates Standard Operating Procedure
- Updates the process step in D365
- Collects time from production process
- Responsible for parameterizing the equipment used for product testing in the production area.
- Responsible for investigating quality complaints, determining, and proposing corrective and preventive actions
- Support for Data Collection & Analysis – Helps collect the necessary data and participates in the analysis process to identify continuous improvement opportunities.
- Use of Problem-Solving Tools – Becomes familiar with methods such as 5Why, Fishbone, and PDCA to investigate process issues.

### **Mechanical Design Engineering Intern**

- Responsible for creating 3D models, drawings and component list (Bill of materials) for series production;
- Designs new tools that are required in production processes;
- Responsible for the management of technical specifications used in Production (manufacturing drawings);

- Creates Item documentation for integration and change in ERP D365;
- Collaborates with design teams such as Layout Design, Software and other involved departments in different product development stages;
- Performs functional testing together with Software or Hardware Designer;

### **Shipping Intern**

- Organizes transports, archives documents
- Maintains communication with transport companies for the shipments
- Organizes files from the shipping department
- Prepares system procedures for the invoicing process
- Invoices the delivered products
- Creates transportation and delivery documents
- Takes care of all complaints from customers
- Supports the shipping department

### **Employer Branding Intern:**

- Participate in company events, as well as their organization
- Involved in the company's communication and Employer Branding campaigns (documentation, content creation, monitoring, etc.)
- Involved in the company's social responsibility projects
- Experience in volunteer projects
- Nice to have basic knowledge about social media management, canva, SEO

### **Quality Intern**

- Analyzes the quality management system documentation
- Meetings with process owner to identify the relevant documentation
- Reorganizing the management system documentation files

### **Professional experience & Skills desired to have:**

- Ongoing University degree (Bachelor or Masters);
- Positive attitude, proactive and open to learn new things;
- Good team player and communicative person;
- Good knowledge of Microsoft Office (excel, word, power point);
- Good knowledge of English (both written and spoken);

### What we offer you:

- Competitive Salary
- Working contract: 3 to 6 months, depending on your availability
- Possibility of employment within the company
- Flexible program & breaks
- Meal tickets (value 40 Ron)
- Medical services
- Transport secured from Timișoara, Dumbravița, Ghiroda, Giarmata, Giroc, Chișoda, Moșnita, Bucovaț, Șag, Săcalaz, Arad
- Bookster
- Professional Development Opportunities
- Great working conditions in a modern headquarter
- Working in a multinational company, with professional colleagues

### How to apply:

Send us your resume with the text **“internship”** at the following email address [jobs.hce.ro@hamilton-ce.com](mailto:jobs.hce.ro@hamilton-ce.com) or apply directly here [Open Positions - Hamilton Jobs](#)  
Obtain more information via telephone +40356 635 056 from our recruiters who are happy to give you more information to start your career.

Only suitable candidates will be contacted for interview. Please note that your resume will be entered in our database and may be used in further recruitment projects.

For more info, please:

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