



# Example of Technical Support Intern Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a technical support intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for technical support intern

- Be proactive in proposing new engineering solution for any amendments to the REI
- Pay attention on timing and costs of individual testing activities and on the OTD results
- Be the project interface between internal and external teams to focus on critical issues and work areas to measure and share
- Identify possible project for tooling, project design according to internal EHS requirements and work shop needs
- Verify compliance to internal EHS rules and external laws, certifications and/or requirements
- Understand, analyze and identify critical points on cycle time to define an area that has to improve and complete using dedicated tooling
- Support in defining EHS risks and cycle time reduction
- Support in defining additional procedure for work shop (Work instruction) to better explain a proper work method including tooling use
- Provide support on a full range of project management activities, with an emphasis on design, submittal, and shop drawing review
- Take engineering notes, specifications, rough sketches, , and formalizes into working drawing

## Qualifications for technical support intern

- Knowledge of computer security products
- Have education background in Engineering, Computer Science, and/or Information System Management with a strong logical thinking ability
- Business level oral and written communication skills in English
- Presence of at least 4 days in office needed, preferably Monday, Tuesday, Wednesday, and Thursday