



## **Internship at Volkswagen Group Japan KK**

### **Company profile**

Volkswagen Group Japan KK imports and sells automobiles nationwide. The Company provides market investigation, promotion and management supports services on automobile sales. Volkswagen Group Japan also offers used cars assessment and trading services. The company was founded in 1983 and is based in Toyohashi, Japan with additional offices in Tokyo. Volkswagen Group Japan KK operates as a subsidiary of Volkswagen Aktiengesellschaft with about 300 employees and a nationwide dealer network of approximately 250 outlets. Volkswagen has been in Japan for over 60 years, even before the official subsidiary has been established, and can currently count more than 650.000 Volkswagen on Japanese roads.

You can find our official [internet website](#) for current information about VGJ.

And for more detailed information, feel free to have a look at our [company outline](#), too.

### **Internship possibility at VGJ**

Volkswagen Group Japan KK offers a wide array of internships in business as well as administrative divisions. For those positions we are looking for interns who want to intern for at least five months, with a good command of the Japanese language and who are interested in gaining working experience within an international working environment. The tasks will depend on the department.

For our office in **Toyohashi**, we are offering internships in the following departments:

Human Resources, After Sales, Technical Service, Information Systems (IT)

For our office in **Tokyo**, we are offering internships in the following departments:

Communications, Marketing and Sales.

For our office in **Yokohama**, we are offering internships in the following departments:

Director's Office, Regional Sourcing Office and Research & Development.

As of right now, we are looking for new interns for all departments with the desired starting date of autumn 2020. (September / October)



### **Preferred knowledge**

Every position requires a good knowledge of Microsoft Office (Word, Excel, PowerPoint & Outlook). Furthermore, communication skills as well as the ability to work in a team as well as self-dependently are needed. Depending on the department, a strong interest in the regarding business branch is wished. An economic background and experience in the regarding business branch is also preferred, but most of our departments except the IT and R&D departments focus on good Japanese skills. The technology-oriented departments require knowledge in some kind of programming-language.

### **Preferred language skills**

- English fluency is a must
- German as mother tongue his highly preferred
- A good command of Japanese is required (N2 or better, dep. on department)

### **Additional assistance**

Interns will be paid a scholarship of approximately 170.000 JPY/month (~20% taxes will be deducted). In Toyohashi, interns are provided with an apartment, and the rent will be deducted from the scholarship every month. Commuting costs up to 15.000 JPY will also be reimbursed every month. Other than that, we provide the interns with all the necessary documents and information they need for the visa application process and a successful start in Japan.

### **Visa requirements**

Applicants who are not Japanese nationals need to be eligible to obtain the "Designated Activities (特定活動)" visa for an internship at Volkswagen Group Japan KK. Therefore, only students who fulfill the following conditions can apply for an internship in Japan:

1. Students enrolled at a university for the **entire** internship period
2. Doing the internship will require your university to sign a document confirming that the internship represents a mandatory **or** strongly recommended part of your university curriculum when applying for your visa



## Contact

If you are interested in an internship, please visit our Online Career Portal:

<https://www.volkswagen.co.jp/ja/volkswagen/company/recruit/english.html>

Or you can have a look at our permanent KOPRA advertisement:

[https://www.kopra.org/?site\\_id=9&action=detail&id=4413](https://www.kopra.org/?site_id=9&action=detail&id=4413)

In your cover letter, please mention your preferred work place (Toyohashi or Tokyo), the department you are interested in and the preferred time period for your internship.

For any questions regarding an internship at Volkswagen Group Japan KK or the application process you can also contact us directly via email:

Mr. Mirco Marciniak (current Human Resources intern)

[extern.marciniak.mirco@vgj.co.jp](mailto:extern.marciniak.mirco@vgj.co.jp)

Mrs. Fumiko Mizushi (Human Resources)

[mizushi.fumiko@vgj.co.jp](mailto:mizushi.fumiko@vgj.co.jp)

## Address and impressions

### Head Office

本社

5-10, Akemi-cho, Toyohashi-shi, Aichi 441-8550, Japan

〒441-8550 愛知県豊橋市明海町 5 番地の 10



Toyohashi Head Office



Interns at the Toyohashi Head Office



## Tokyo Office

東京事務所

Gotenyama Trust Tower 18F4-7-35, Kita-Shinagawa, Shinagawa-ku, Tokyo 140-0001, Japan  
〒140-0001 東京都品川区北品川 4-7-35 御殿山トラストタワー18階



Gotenyama Trust Tower

## Tokyo Research Office

フォルクスワーゲングループ東京技術代表オフィス

Minatomirai Grand Central Tower 6F, 4-6-2 Minatomirai, Nishi-ku, Yokohama-shi,  
Kanagawa 220-0012, Japan  
〒220-0012 神奈川県横浜市南区みなとみらい 4-6-2  
みなとみらいグランドセントラルタワー6階



Minatomirai Grand Central Tower

**We are looking forward to hearing from you!**