



## Job Summary – Engineering & Product Development Intern, Software & App Development Intern, Marketing & Sales Intern

### **POSITION IDENTIFICATION**

Company:	Novo Engineers (formerly “Novotron”)
Duration:	Negotiable
Start Date:	Negotiable
Headquarter Location:	New Delhi, India
Position Type:	Internship – Full time/Part time
Company Sector:	Manufacturing – Electronics, Sheetmetal & Metal Parts, Powder Coating
Total Positions Available:	3

### **POSITION SUMMARY**

The intern positions with Novo Engineers, will help shape the way company provide solutions to client’s problems. The intern will assist the company implement new strategies for efficient control of resources. Successful candidates will play active roles in assisting with the product development of low-cost electric bikes and electric wheelchairs. The Sales & Marketing intern will assist with development of strategy to acquire market share in North America, Europe, and Australia.

### **BASIC DESCRIPTION OF DUTIES**

- Update and design company catalogues and website
- Help implement Lean Manufacturing and Six-Sigma techniques at production facilities
- Assist in conducting monthly staff meetings with the supervisor
- Assist with documentation required for standard certification
- Liaise with clients, supervisor, and staff to ensure strong communication of information is relayed to the team for effective work
- Other duties as assigned

### **ENGINEERING & PRODUCT DEVELOPMENT – SPECIFIC DESCRIPTION OF DUTIES**

- Work on Product development of low-cost electric bicycles and electric wheelchairs
- CAD drafting work for Bicycle and wheelchair (Autodesk Inventor preferred over SolidWorks)
- Assist with pressure sensor (microprocessor based) project
- Perform research on advanced powder coating techniques and quality testing of products
- Assist with product development strategy for other products

### **SOFTWARE & APP DEVELOPMENT - SPECIFIC DESCRIPTION OF DUTIES**

- Develop Android and iOS application for electric bike and electric wheelchair projects
- Assist with product development strategy

### **MARKETING & SALES - SPECIFIC DESCRIPTION OF DUTIES**

- Contact clients in North America, Europe and Australia for products an services offered by Novo Engineers
- Assist in closing deals with companies
- Implement CRM management system
- Asist senior management with business management system
- Perform data analysis on cost of production of products

### **WORKING RELATIONSHIPS**

These position reports directly to the CEO and are essential in the development of new products and market strategy. The positions show some leadership abilities and is not a supervisory position to any staff.



## **QUALIFICATIONS**

### **Education and Experience**

- Current university/college student or recent graduate
- 4+ months of working experience is an asset.
- Must be able to work in this position for a minimum of 3-4 months.

### **Knowledge, Skills, and Abilities**

- Able to work independently and in a team environment.
- Able to take initiative, learn quickly, and exercise sound judgement to solve problems.
- Excellent problem solving and detailed oriented skills.
- Excellent written and oral communication skills.
- Enthusiastic, organized, and responsible.
- Excellent time management skills.
- Understand their role in the 'Bigger Picture' and pursues the vision of creating Novo Engineers a community through compassion and hard work.

## **ANTICIPATED LEARNING OUTCOMES**

By the end of your tenure as an intern at Novo Engineers, you will have gained:

- Experience in project management.
- Experience in Lean manufacturing and Six Sigma techniques.
- Experience in producing operational procedures.
- Understanding in identifying conflict and utilizing conflict-resolution skills.
- Understanding human resources processes, and professionalism in a work environment.
- Skills on how to set goals and self- assess performance outcomes.
- Understanding on how to increase staffing morale and productivity.
- Knowledge on how to manage time effectively and efficiently.
- Knowledge on how to staff and schedule a team of people from various facilities.
- Active listening skills to increase chances of creating positive experiences.
- Interpersonal skills.

## **BENEFITS RECEIVED**

- Certificate of completion of internship
- Monetary award for outstanding performance and successful completion of projects
- Additional certification in case of exceptional performance
- Letter of recommendation
- Recommendation on LinkedIn
- Share of profits of up to \$4000 CAD or 2 lakh rupees from new deals (only valid for Marketing and Sales Intern)

## **WAGE**

Merit Based, this is a non-paid internship. However, successful completion of projects – CAD drawing, Android app, iOS app, client deals etc. entitle you to a pay of upto \$1000 CAD or 50 thousand rupees upon management's discretion and quality of work (sorry, our budget for internship program was affected due to COVID 19 crisis, and are unable to provide pay without successful completion of projects by interns)

## **APPLICATION SUBMISSION**

Applications will only be considered with a Resume (cover letter is optional). Please send your completed application addressed to:

Shiv Mittal, CEO

info@novoengineers.com