# Cummins Internships

## Table of Contents

**Engineering Positions**
- Automotive Mechanical Engineering Student Internship – Scoresby ............................................. 3
- Automotive Services Engineering Student Internship - Scoresby......................................................... 4
- Industrial Engineering Student Internship - Scoresby ........................................................................... 5
- Power Generation Application Engineering Student Intern – Scoresby (2 positions) ...................... 6
- 2022 Power Generation Electrical Engineering Student Internship – Scoresby (2 positions) ............ 7
- Power Generation Mechanical Engineering Student Internship - Scoresby ................................... 8
- Power Generation Services Engineering Intern – Carole Park Brisbane ............................................. 9
- Power Generation Electrical Engineering Intern – Carole Park .......................................................... 10
- Quality Engineering Student Intern – Scoresby .................................................................................. 11
- Undergraduate HHP Mechanical Engineering Intern - Perth ............................................................ 12
- Automotive Engineering Intern – Scoresby .......................................................................................... 13
- Power Generation Application Engineering – Scoresby .................................................................. 14
- High level Service Engineering Intern – Scoresby .............................................................................. 15
- Off-Highway Engineering Intern – Scoresby ....................................................................................... 19
- Project Management Mining Intern – Perth ....................................................................................... 20

**IT Positions**
- Undergraduate Business Analyst / Pricing Analyst Internship - Scoresby ........................................ 24
- Information Technology Intern – Scoresby ........................................................................................... 25
- Undergraduate Business Services IT Intern - Scoresby ....................................................................... 27
- Undergraduate Corporate IT Internship ............................................................................................. 28

**Human Resources Positions**
- Line HR Intern – Scoresby ................................................................................................................... 29
- Undergraduate Business Services HR Internship - Scoresby .............................................................. 30
- HR Talent Acquisition Intern - Scoresby ............................................................................................... 31
- Undergraduate Human Resources/HR Intern ....................................................................................... 32
- HR Intern – Talent Acquisition – Scoresby ........................................................................................... 33
- Human Resources Intern - Scoresby ...................................................................................................... 34
- Health and Safety Intern – Scoresby ..................................................................................................... 35
- Undergraduate Health, Safety and Environment Intern ................................................................. 37

**Finance Positions** ............................................................................................................................ 38
Engineering Positions

Automotive Mechanical Engineering Student Internship – Scoresby

“What Will You Do”
- Data collection through applicable field or performance testing for new and existing engine platforms.
- Use of engineering tools for Data analysis and presentation to key stakeholders.
- Supporting Automotive Application engineers to carry out installation quality assurance review of new Automotive installations
- CAD modelling and FEA analysis for component design. Producing detailed engineering drawings for supplier manufacturing.
- Engine and after-treatment repowers in new and existing truck chassis.
- Presenting data and information in engineering reports.
- Follow engineering failure analysis tools to troubleshoot and diagnose issues
- Supporting Pilot centre project works including tasks involving hands-on engine components assembly/disassembly work for troubleshooting / analysis
- Source and procure parts from suppliers.
- Vehicle mission simulation modelling and analysis.
- Engine software database maintenance and support for upfit and field.

About You:
To qualify for this internship, it is essential that you:
- Are currently studying a Degree in Automotive, Mechanical, Mechatronics, Manufacturing or Aerospace Engineering or Computer Science, ideally at an undergraduate level
- Will still have between 1 and 8 units of study left to complete of your Bachelors, Masters or PHD as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements will not be considered.

To be successful in this role, you will possess:
- Strong results in Mathematics; Thermodynamics; Mechanical Design
- Have some skills gained from studying CAD in 3D modelling packages like Solidworks, CREO, Inventor or AutoCAD
- Are highly analytical with skills in FEA
- Have some project management skills
- Clear communication skills, both written and verbal
- Can demonstrate outstanding interpersonal skills, a team work ethic and the ability to think and operate autonomously and independently when required
- Valid car driving license highly preferred
Automotive Services Engineering Student Internship - Scoresby

“What Will You Do”
- Data collection through applicable field or performance testing for new and existing engine platforms.
- Use of engineering tools for data analysis and presentation to key stakeholders.
- Supporting Automotive Service Engineers to conduct technical field investigations and issue resolution activities using the seven step process and FTA.
- Tendering field investigation reports to key internal stakeholders.
- Field testing of new engine platforms and features.
- Follow engineering failure analysis tools to troubleshoot and diagnose issues.

About You:
To qualify for this internship, it is essential that you:
- Are currently studying a degree in Automotive, Mechanical, Mechatronics, Manufacturing or Aerospace Engineering or Computer Science, ideally at an undergraduate level.
- Will still have between 1 and 8 units of study left to complete of your Bachelors, Masters or PhD as of February 2022.
- Are available for the full 13 months and be willing to defer your studies for that duration.
- Possess Australian Citizenship or Permanent Residency.

Note: Applicants that do not meet these qualifying requirements will not be considered.

To be successful in this role, you will possess:
- Strong results in Mathematics; Thermodynamics; Mechanical Design.
- Have some skills gained from studying CAD in 3D modelling packages like Solidworks, CREO, Inventor or AutoCAD.
- Are highly analytical with skills in FEA.
- Have some project management skills.
- Clear communication skills, both written and verbal.
- Can demonstrate outstanding interpersonal skills, a team work ethic and the ability to think and operate autonomously and independently when required.
- Valid car driving license highly preferred.
Industrial Engineering Student Internship · Scoresby

“What Will You Do”
- Support the Industrial engineering team in the development of new projects and engineering changes for packages across Industrial, Rail and Marine
- Be involved in design scope, reviewing standards and prototype design of our engines and gen set packages
- Perform CAD modelling using Creo and Autodesk Inventor
- Preparation of manufacturing & fabrication drawings for components using CREO, Autodesk Inventor and AutoCAD
- Hands on assembly for packaged products
- Liaising with key internal and external stakeholders
- Participate in community involvement teams

About You:
To qualify for this internship, it is essential that you:
- Are currently studying a Degree in Engineering / STEM, ideally at an undergraduate level
- Have between 1 and 8 units of study left to complete of your Bachelors, Masters or PHD degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- Manufacturing skills in tooling, development, technical drawing and familiarity with measuring instruments
- Technical strength in statistics and numerical analysis
- A confident, outgoing approach to seek out necessary information from our branches across South PAC to achieve set outcomes
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Valid car driving license highly preferred
Power Generation Application Engineering Student Intern – Scoresby (2 positions)

“What Will You Do”
- Work in a team environment alongside with highly skilled professional Power Generation Application Engineers supporting internal and external customers within APAC region.
- Support work of Power Generation Engineering Team by assisting Power Generation Application Engineers. Assist with Power generation Projects and Product support.
- Analyze test data, prepare graphs and engineering reports.
- Project and Product engineering support. Assist with Project engineering – design and prepare documentation as required.
- Provide product support by answering technical queries.

Read about one of our renewable energy integration projects here!

About You:
To qualify for this internship, it is essential that you:
- Are currently studying a Bachelor degree in Mechatronics / Electrical Engineering, ideally at an undergraduate level and will be a deferred student for the duration of your internship
- Have between 1 and 8 units of study left to complete of your Bachelors, Masters or PHD degree as of February 2022 / at the conclusion of your internship
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

To be successful in this role, you will possess:
- Strong and verifiable academic results include Power Generation subjects coupled with a keen interest in Mathematics and Electrical Design and in turn Power Generation
- Are highly analytical and have a strong attention to detail
- Keen interest in power generation engineering is highly desirable
- Good understanding of electrical/power generation/distribution systems
- Good drafting skills – AutoCad (preferred) or an equivalent
- Valid car driving license highly preferred
2022 Power Generation Electrical Engineering Student Internship – Scoresby (2 positions)

“What Will You Do”
- Liaising with key internal and external stakeholders
- Support senior Engineering staff on current/future projects
- Preparation of documentation for internal and external use, preparing and presenting data/information in engineering reports and PowerPoint
- Prepare scope of work documents for all electrical system for projects.
- Review and comment on high and low voltage electrical distribution systems.
- Evaluate and manage tender documents for electrical system installation, testing and commissioning
- Liaise with engineering companies and other engineers for the design and engineering of different sizes of sophisticated power system projects to provide end to end professional solution to engineering consulting and mining companies.
- Review technical standards of different organisations/Australian government and performed project compliance studies as and when required.
- Actively participate/run internal and external meetings
- Participate in community involvement teams

Read about one of our renewable energy integration projects here!

About You:
To qualify for this internship, it is essential that you:
- Are currently studying a Degree in Electrical Engineering, ideally at an undergraduate level and will be a deferred student for the duration of your internship
- Have between 1 and 8 units of study left to complete of your Bachelors, Masters or PHD degree as of February 2022 / at the conclusion of your internship
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

To be successful in this role, you will possess:
- Strong and verifiable academic results include Power Generation subjects coupled with a keen interest in Mathematics and Electrical Design and in turn Power Generation
- Are highly analytical and have a strong attention to detail
- Have a clear understanding of electrical, power generation and distribution systems
- Experience using a 2D and/or 3D software package, such as Creo, Pro-Engineer, Solidworks, Catia, Inventor or similar would be highly regarded
- Valid car driving license highly preferred
Power Generation Mechanical Engineering Student Internship - Scoresby

What Will You Do*
- Support the Power Generation engineering team by assisting Power Generation Application Engineers daily on Power Generation projects and product support
- Be involved in project engineering including all associated design and documentation preparation work
- Assist in the design, review and deployment of major power generation projects
- Performing design calculations and creating preliminary design drawings
- CAD modelling/FEA using Creo as well as Autodesk Inventor.
- Provide product support by answering technical queries from both internal and external customers
- Hands on product development and management processes
- Liaising with key internal and external stakeholders
- Participate in community involvement teams

About You:
To qualify for this internship, it is essential that you:
- Are currently studying a Degree Mechanical, Mechatronics, Chemical or Production engineering or Applied Maths, Physics or Science, ideally at an undergraduate level
- Have between 1 and 8 units of study left to complete of your Bachelors, Masters or PHD degree as of February 2020
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- Strong and verifiable academic results coupled with a keen interest in Mathematics and Mechanical Design and in turn Power Generation
- Knowledge on internal combustion engine operation is desirable but not necessary
- Keen interest in power generation engineering and mechanical aptitude is highly desirable
- Experience with AutoCAD, or an equivalent 2D and/or 3D software package, such as Creo, Pro-Engineer, Solidworks, Catia, Inventor or similar
- Are highly analytical and have a strong attention to detail
- Can demonstrate outstanding interpersonal skills, a team work ethic and the ability to think and operate autonomously and independently when required
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Great interpersonal and customer service skills
- Ability to understand and maintain confidentiality
- Strong computer literacy and a knowledge of Microsoft Office suite
- Valid car driving license highly preferred
Power Generation Services Engineering Intern – Carole Park Brisbane

“What Will You Do”
- Liaising with key internal and external stakeholders
- Product/component design, verification and field-testing processes
- Troubleshooting, data analysis, failure investigation and root cause identification
- Presenting data/information in engineering reports and PowerPoint to relevant engineering managers/customers
- CAD modelling/FEA analysis in component design as well as producing detailed engineering drawings for supplier manufacturing for automotive products
- Project management on a variety of projects ranging from field test validation to new product design
- Physical hands on work in Power Generation products, Alternators, Controls, engine and component assembly/disassembly
- Participate in community involvement teams

Read about one of our renewable energy integration projects here!

About You:
To qualify for this internship, it is essential that you:
- Are currently studying an Engineering Degree, ideally in Electrical, Mechanical or Mechatronics and ideally at an undergraduate level and will be a deferred student for the duration of your internship
- Have between 1 and 8 units of study left to complete of your Bachelors, Masters or PHD degree as of February 2022 / at the conclusion of your internship
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

To be successful in this role, you will possess:
- Strong and verifiable academic results include mathematics, thermodynamics and Mechanical or Electrical design
- Have a clear understanding of power generation, engine (diesel) theory and application
- Solid project management skills
- An understanding of manufacturing and electrical engineering concepts
- Experience with AutoCAD, or an equivalent 2D and/or 3D software package, such as Creo, Pro-Engineer, Solidworks, Catia, Inventor or similar
- Are highly analytical and have a strong attention to detail
- Ability to show initiative, operate autonomously & think independently
- Valid car driving license highly preferred
Title: Intern – Power Generation Electrical Engineering
Function: Engineering
Manager: Manager’s Name
DFSE Counterpart – Power Generation

Job Summary
- Real world exposure to product/component design, verification and field-testing processes
- Hands on experience in, troubleshooting, data analysis, failure investigation and root cause identification as well as presenting data/information in engineering reports and PowerPoint to relevant engineering managers/customers
- CAD drafting and modelling in component design as well as producing detailed engineering drawings for supplier manufacturing for power generation products
- Undertake project management on a variety of projects ranging from field test validation to new product or system design
- Working in a team environment with internal and external customers across multiple departments
- Physical hands on power generation work on gensets, distribution and control boards etc

Key Responsibilities
- Supporting the power generation engineering team with hands on experience in, troubleshooting, data analysis, failure investigation and root cause identification as well as presenting data/information in engineering reports and PowerPoint to relevant engineering managers/customers

Qualifications and Competencies
- Working towards a bachelor’s degree in electrical or Electrical and Electronics or Automotive Engineering
- Strong results in mathematics, power systems, thermodynamics and electrical design
- An appreciation and understanding of basic engine (diesel) and alternator theory and application
- Good analytical and problem-solving skills
- Attention to detail
- Ability to show initiative, operate autonomously & think independently
- Solid project management skills
- An understanding of manufacturing and automotive engineering concepts
- Strong teamwork & communication skills
- Strong Customer focus
- Strong Microsoft Excel skills with Visual Basic experience in macros
- Previous experience 3D CAD modelling packages like Creo / Inventor / AutoCAD
- Driver’s license is an expectation

Local Content
Quality Engineering Student Intern – Scoresby

“What Will You Do”
- Liaising with key internal and external stakeholders
- Data management, analysis & report writing
- Take ownership for our non-conformity system and processes (following training)
- Identification and resolution of part quality issues with the source plants and central warehousing
- General manufacturing support & project management
- Prepare and present status reports for material board review
- Development, evaluation improvement of documenting manufacturing processes & flow
- Product and process quality improvement through structured problem-solving methodologies
- Support quality laboratory in calibration of gauges and measuring of product as required
- Liaise with overseas suppliers in reporting and resolving quality issues
- Participate in community involvement teams

Eligibility Requirements
To qualify for this internship, it is essential that you:
- Are currently studying a Degree in Engineering / STEM, ideally at an undergraduate level
- Have between 1 and 8 units of study left to complete of your Bachelors, Masters or PHD degree as of February 2021
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A keen interest in the Quality and analysis side of engineering
- Manufacturing skills in tooling, development, technical drawing and familiarity with measuring instruments
- Technical strength in statistics and numerical analysis
- A confident, outgoing approach to seek out necessary information from our branches across South PAC to achieve set outcomes
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Valid car driving license highly preferred
Undergraduate HHP Mechanical Engineering Intern - Perth

“What Will You Do”
- Supporting the High Horse Power engineering team providing hands on support in early warning problem detection, investigation, documentation and correction
- Assist with technical issues for distributor branches
- Be a focal point for technical communication flow for Western Australia
- Undertaking project management on a variety of projects ranging from field test validation to new product design
- Hands on troubleshooting
- Physical hands on mechanical engine and component assembly and disassembly
- Assist with technical issues for distributor branches
- Liaising with key internal and external stakeholders
- Participate in community involvement teams

Eligibility Requirements
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor's Degree in Engineering (Mechanical)
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

About You:
To be successful in this role, you will need to have:
- Possess strong and verifiable academic results coupled with a keen interest in Mathematics and Mechanical Design
- Are highly analytical and have a strong attention to detail
- Have a clear understanding appreciation of basic (diesel) engine theory and application
- Can demonstrate outstanding interpersonal skills, a team work ethic and the ability to think and operate autonomously and independently when required
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Basic to Intermediate computer literacy and understanding of Microsoft Office suite
- Valid car driving license highly preferred
- Are flexible and able to travel as this role will entail visiting both Cummins and customer sites across Western Australia
## Automotive Engineering Intern – Scoresby

<table>
<thead>
<tr>
<th>Global Position Name</th>
<th>Function</th>
<th>Comp Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Engineering</td>
<td>Automotive</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Engineering</td>
<td></td>
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</tbody>
</table>

### Job Summary

- Real world exposure to product/component design, verification and field testing processes
- Hands on experience in troubleshooting, data analysis, failure investigation and root cause identification as well as presenting data/information in engineering reports and PowerPoint to relevant engineering managers/customers
- CAD modelling/FEA analysis in component design as well as producing detailed engineering drawings for supplier manufacturing for automotive products
- Undertake project management on a variety of projects ranging from field test validation to new product design
- Working in a team environment with internal and external customers across multiple departments
- Physical hands on mechanical work in truck, engine and component assembly/disassembly
- Collect and analyse data from test vehicles. Perform vehicle mission simulations and summarize key data to present to stakeholders.

### Key Responsibilities

- Supporting the HMLD engineering team with hands on experience in, troubleshooting, data analysis, failure investigation and root cause identification as well as presenting data/information in engineering reports and PowerPoint to relevant engineering managers/customers

### Qualifications and Competencies

- Working towards a Bachelor degree in Mechanical or Automotive Engineering
- Strong results in mathematics, thermodynamics and mechanical design
- An appreciation and understanding of basic engine (diesel) theory and application
- Good analytical and problem solving skills
- Attention to detail
- Ability to show initiative, operate autonomously & think independently
- Solid project management skills
- An understanding of manufacturing and automotive engineering concepts
- Strong teamwork & communication skills
- Strong Customer focus
- Strong Microsoft Excel skills with Visual Basic experience in macros
- Previous experience 3D CAD modelling packages like Creo / Inventor / AutoCad
- Driver’s license is an expectation

### Local Content

- Carry out ongoing project duties as required by the role
Power Generation Application Engineering – Scoresby

<table>
<thead>
<tr>
<th>Title:</th>
<th>Function:</th>
<th>Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern – Power Generation Application Engineering</td>
<td>Engineering</td>
<td>Application Engineering Manager</td>
</tr>
</tbody>
</table>

**Job Summary**

- Real world exposure to product/component design, verification and field-testing processes
- Hands on experience in troubleshooting, data analysis, failure investigation and root cause identification as well as presenting data/information in engineering reports and PowerPoint to relevant engineering managers/customers
- CAD modelling analysis in component design as well as producing detailed engineering drawings for supplier manufacturing for Power Generation products
- Undertake project management on a variety of projects ranging from field test validation to new product design and electrical systems
- Working in a team environment with internal and external customers across multiple departments
- Physical hands on work in Power Generation products, Alternators, Controls, engine and component assembly/disassembly

**Key Responsibilities**

- Supporting the PGEN engineering team with hands on experience in, troubleshooting, data analysis, failure investigation, electrical deliverables like scope of works, single line diagrams, communications block diagrams, schematics and cabling schedules/block diagrams, root cause identification, as well as presenting data/information in engineering reports and PowerPoint to relevant engineering managers/customers

**Qualifications and Competencies**

- Working towards a bachelor’s degree in electrical Engineering
- Strong results in mathematics, thermodynamics and Electrical design
- An appreciation and understanding of basic power generation, engine (diesel) theory and application
- Good analytical and problem-solving skills
- Attention to detail
- Ability to show initiative, operate autonomously & think independently
- Solid project management skills
- An understanding of manufacturing and electrical engineering concepts
- Strong teamwork & communication skills
- Strong Customer focus
- Strong Microsoft Excel skills with Visual Basic experience in macros
- Previous experience 3D CAD modelling packages like Creo / Inventor / AutoCAD
- Driver’s license is an expectation

**Local Content**

- Carry out ongoing project duties as required by the role
- Complete monthly engineering reports as dictated by business needs
- Support PGEN engineering team and PGEN Sales team as required/requested
High level Service Engineering Intern – Scoresby

<table>
<thead>
<tr>
<th>BRANCH / REGION:</th>
<th>Cummins South Pacific RDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Engineering</td>
</tr>
<tr>
<td>TITLE:</td>
<td>HHP DFSEc Intern</td>
</tr>
<tr>
<td>ACCOUNTABLE TO:</td>
<td>DFSE</td>
</tr>
<tr>
<td>CLASSIFICATION:</td>
<td></td>
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<tr>
<td>REPORTING STAFF:</td>
<td>Nil</td>
</tr>
<tr>
<td>SALES AND / OR EXPENSE BUDGET:</td>
<td>To be advised</td>
</tr>
<tr>
<td>REPORTING TO:</td>
<td>Paul Corbett</td>
</tr>
<tr>
<td>NAME:</td>
<td>Andy Lee</td>
</tr>
</tbody>
</table>

**FUNCTION**

To provide Cummins South Pacific customers with high level Service Engineering support by:

- Enable early warning problem detection, investigation, documentation and correction.
- Assist with technical issues for distributor branches.
- Focal point for technical communication flow for assigned territory.

Through these objectives, the DFSE counterpart INTERN will help:

- Reduce repair variability
- Improve repair quality
- Improve efficiency (service efficiency, labor recovery, customer uptime)
- Improve customer satisfaction
- Reduce product cost (cost of coverage)

Where appropriate, items will be called out as HHP DFSEc or HD/MR DFSEc specific.

**RELATIONSHIPS**

The position reports directly to the Western Region DFSEc with reporting lines to Reliability Engineer (RE). A strong working relationship needs to be maintained with others in the engineering group and the RAE in the region. A strong indirect relationship also needs to be maintained with the Engineering Leader, Area director, branch managers, services managers, parts managers and business leaders in the respective territory. OEM counterpart relationships need to be developed and maintained.

**RESPONSIBILITIES/DUTIES/EXPECTATIONS**

<table>
<thead>
<tr>
<th>Enable early warning problem identification, investigation, documentation and correction.</th>
<th>MEASUREMENTS &amp; ASSESSMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assessed via ONTRACK.</td>
</tr>
<tr>
<td></td>
<td>Branch Feedback.</td>
</tr>
<tr>
<td>RESPONSIBILITIES/DUTIES/EXPECTATIONS</td>
<td>MEASUREMENTS &amp; ASSESSMENTS</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| • DFSE counterpart takes lead role in local technical investigations of early warning problems with the factory DFSE being the primary point of contact in these types of issues.  
• The DFSE Counterpart should prioritize his efforts on early warning problem identification and correction activities.                                                                                                                                  | Assessed via ONTRACK.  
Measured and assessed via monthly reporting, branch survey.                                                                                                                                                                                                                                                                  |
| **Lead technical advisor on complex/unique issues for distributor assigned territory.**                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                       |
| DFSE counterparts to nominally support branch network by 60%.  
• DFSE counterpart takes lead role in local technical investigations after all published technical resources have been exhausted by the local branch.  
• Provide high quality technical support and assistance for assigned product range through assigned market segments. (automotive, industrial, marine and power generation)  
  o Includes Cummins subsidiaries and their products (ex: Cummins Turbo Technology, Wabco, Cummins Filtration and Diesel Recon, etc.)  
  o Includes service tools, Information Products (eg: Quick Serve On Line, etc.)  
• Support key customer meetings, technically.  
• Troubleshooting tips for technicians.  
• Lead/Participate in complex failure analysis to assist service departments.  
DFSE counterpart utilizes and follows the published technical support process flow for additional factory support (i.e. Scoresby/Factory DFSE, etc.)  
DFSE counterparts to nominally support product problem solving by 40%.  
• Takes the lead to initiate RPS projects within CSP.  
• Actively work RPS projects in the field in conjunction with Scoresby DFSE.  
• Enable early warning problem detection, investigation, documentation and correction.  
• Initiate local fixes, validate and communicate to Scoresby DFSE.  
PIR Reporting System  
• DFSE Counterpart is to actively use the Product Incident Report (PIR) system to report and document early warning, reliability, durability and cost of coverage issues (component |
| Assessed via monthly report.                                                                                                      |                                                                                                                                                                                                       |
### Focal point for component/engine field test / infant care activity for assigned territory

- In conjunction with the Scoresby / Factory DFSE and Service Engineering, Distributor DFSE counterpart acts as the focal point for all engine/component field test activity within the assigned territory.
- Makes initial customer contacts, manages the field test contract with customer or test site manager, maintains records on all installations and provides updates for factory field test engineers and/or factory DFSE as required.
- Active participant in Infant care initiatives, tracking and input required for assigned territory.

### Focal point for technical communication flow for assigned territory.

- DFSE counterpart will stay up to date on latest technical information through resources such as monthly DFSE phone calls, Campaign Alerts, TRPs, Quick Serve On-line early warnings.
- DFSE counterpart has a routine and effective method to communicate information to distributor branch / dealer shops via regular conference calls, branch visits, Technical updates, etc.
  - Tooling / technology.
  - Repair practices and procedures.
- Ensures distributor branch / dealer shops have a system to maintain and retrieve up-to-date technical information and hardware to support product problem investigations.
- Assists in defining service training needs / tooling deficiency and activities for distributor branch network, dealer shops.

### Technical Capability

- DFSE counterpart to maintain technical skills referring the “Skills Matrix”.
- DFSE counterpart to update and manage IDP, reflecting training opportunities.

### Tools Availability

- The DFSE counterpart should maintain and be competent in the use of the following set of tools:
  - Minimum hand tools used for diagnostic work.
  - Service Literature Availability (Manuals, QSOL, etc)
  - Gauges/Transducers/Multimeter
  - Inline Adapters
  - Insite
  - Inpower (Optional based on product supported)
  - Field Calterm
  - Digital Camera
  - Laptop
  - Mobile Phone

- Assessed by DFSE, based on quality of documentation, timely management of project and collection of field data.

- Assessed by reviewing monthly reports, trip reports, and branch survey.

- Review IDP activity.

- Evaluated during cause of daily work.
(HHP DFSE only) Implement and maintain support to the mining group through the 4 Pillars initiative. This includes analysis and reporting on MTBF, technical presentations and timeliness of failure analysis reporting.

Measures defined under the 4 Pillars of Mining.

(HHP DFSE only) Ensure catastrophic failure analysis is completed on all HHP engine failures, track completion of preliminary and final reports, and ensure high quality of reports and investigation to determine root cause.

Measure is 3 days from failure to submit the PIR, 7 days to produce preliminary report once teardown is completed, 60 day average / 90 day max to final report.

Develop a workplan and individual development plan annually.

Assessed via ONTRACK.

Be aware of, and act in accordance with, Corporate objectives, initiatives, policies, and procedures.

Assessed annually.

Refer Cummins Business System

Take reasonable care to protect own health and safety and that of others, and to ensure that self and others use personal protective equipment. Report all hazards.

Following health and safety guidelines and procedures.

Any other duties/responsibilities that from time to time may be required.

Assessment.

**TRAVEL**

Regular travel is required on a planned and unplanned basis. Expect 20-40% of the time, depending on the proximity of the customer to the DFSE location. Plan ahead wherever possible to manage travel costs.

**QUALIFICATIONS / SKILLS / EXPERIENCE:**

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High level of service engineering or field service experience covering diesel and gas engines. Appropriate trade certificate.</td>
<td>Mechanical Engineering or relevant trade certificate.</td>
</tr>
<tr>
<td>Strong Cummins engine experience.</td>
<td></td>
</tr>
<tr>
<td>Failure analysis</td>
<td></td>
</tr>
<tr>
<td>PC skills</td>
<td></td>
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<tr>
<td>Customer liaison skills</td>
<td></td>
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<tr>
<td>Self managed, good planning and organisation skills</td>
<td></td>
</tr>
<tr>
<td>Written and verbal communication skills, report writing skills</td>
<td></td>
</tr>
<tr>
<td>Hands on problem solver</td>
<td></td>
</tr>
</tbody>
</table>
Title: Off-Highway Engineering Intern
Manager: Robert Tomori

Job Summary
Core role of an Industrial Intern is to work & grow their skills within a design team environment – this involves project support / industrial design & drafting / CAD design projects / change management. Over time you will be asked to lead specific tasks - Seeking guidance / providing advice / feedback to improve both engineering and communication skills - specifically for individual manufacturing and assembly processes.

Key Responsibilities
Industrial Intern will be primarily tasked with supporting the Industrial Design Team to develop new project scope / engineering change management tasks for existing product / work will involve;
- Model & develop concepts within specific project specification
- Detail & document to Standards
- Provide Detailed Drawings for release for production
- Inspect & validate OTS

To provide professional experiences and the opportunity for growth / development,
- Interns participate in scheduled one on one feedback sessions
- Further develop understanding of Fabrication / Production design
- Plan & schedule “Work in Progress” / learning goals / performance feedback
- Prepare presentations on developed technologies / in addition to supporting the Technical Group Environment / Community Projects
- Hands on exposure to verification tests, analyse & present test data and engineering reports as Product Development Process.
- Work to improve proficiency in CAD & drafting skills to better align to Cummins specifications
- CAD modelling to assist in Design, Specification detailing by Drafting of new power products and Industrial Applications. Preparation of manufacturing & fabrication drawings for component.
- Project management exposure on new product development
- Work with Key Suppliers and Materials team
- Hands on assembly experience for packaged products

Required Qualifications and Competencies
Qualifications:
Currently studying as an undergraduate Bachelor’s Degree in Mechanical Engineering (3rd or 4th Year)

Skills/Competencies:
- Strong results in Mathematics; Thermodynamics; Mechanical Design
- Developing skills with 3D modelling packages like CREO / Inventor / AutoCad
- Good analytical skills; developing competencies with FEA
- High attention to detailing
- Ability to show initiative, operate autonomously & think independently;
- Solid project management skills;
- An understanding of manufacturing, industrial engineering concepts.
- Strong teamwork & communication skills;
- Strong Customer focus
- Knowledge on internal combustion engine operation is highly desirable;
- Keen interest in mechanical engineering / a displayed aptitude is highly desirable;
15. Project Management Mining Intern – Perth

<table>
<thead>
<tr>
<th>BRANCH / REGION:</th>
<th>Cummins South Pacific RDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Engineering</td>
</tr>
<tr>
<td>TITLE:</td>
<td>Project Management Mining Intern</td>
</tr>
<tr>
<td>ACCOUNTABLE TO:</td>
<td>Major Accounts Leader - Mining</td>
</tr>
<tr>
<td>CLASSIFICATION:</td>
<td></td>
</tr>
<tr>
<td>REPORTING STAFF:</td>
<td>Nil</td>
</tr>
<tr>
<td>SALES AND / OR EXPENSE BUDGET:</td>
<td>To be advised</td>
</tr>
<tr>
<td>REPORTING TO:</td>
<td>Sarah Bilston</td>
</tr>
<tr>
<td>NAME:</td>
<td>Fabeha Jamshed</td>
</tr>
</tbody>
</table>

**FUNCTION**

To provide Cummins South Pacific customers with high level Service Engineering support by:

- Management of a field action
- Enable early warning problem detection, investigation, documentation and correction.
- Assist with technical issues for distributor branches.
- Focal point for technical communication flow for assigned territory.

Through these objectives, the Mining Business counterpart INTERN will help:

- Reduce repair variability
- Improve repair quality
- Improve efficiency (service efficiency, labor recovery, customer uptime)
- Improve customer satisfaction
- Reduce product cost (cost of coverage)

**RELATIONSHIPS**

The position reports directly to the Major Accounts Leader -Mining with reporting lines to Mining Business Manager – Western Region. A strong working relationship needs to be maintained with the engineering group and the PSR in the region. A strong indirect relationship also needs to be maintained with the Mining Leader, Engineering Leader, Area director, branch managers, services managers, parts managers and business leaders in the respective territory. OEM counterpart relationships need to be developed and maintained.
<table>
<thead>
<tr>
<th>RESPONSIBILITIES/ DUTIES / EXPECTATIONS</th>
<th>MEASUREMENTS &amp; ASSESSMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist early warning problem identification, investigation, documentation and correction.</td>
<td>Assessed via TMS</td>
</tr>
<tr>
<td>• Intern takes a support role in local technical investigations of early warning problems with the</td>
<td>Branch Feedback.</td>
</tr>
<tr>
<td>regional DFSE being the primary point of contact in these types of issues.</td>
<td></td>
</tr>
<tr>
<td>• The Intern will support efforts on early warning problem identification and correction activities.</td>
<td></td>
</tr>
<tr>
<td>Support the Lead technical advisor on complex / unique issues for distributor assigned territory.</td>
<td>Assessed via TMS</td>
</tr>
<tr>
<td>Intern to provide support for the DFSE’s in the region as per below</td>
<td>Measured and assessed via monthly reporting, branch survey.</td>
</tr>
<tr>
<td>• Assist in local technical investigations.</td>
<td></td>
</tr>
<tr>
<td>• Provide technical support and assistance for assigned product range through the HHP market</td>
<td></td>
</tr>
<tr>
<td>segment.</td>
<td></td>
</tr>
<tr>
<td>o Includes Cummins subsidiaries and their products (ex: Cummins Turbo Technology, Wabco,</td>
<td></td>
</tr>
<tr>
<td>Cummins Filtration and Diesel Recon, etc.)</td>
<td></td>
</tr>
<tr>
<td>o Includes service tools, Information Products (eg: Quick Serve On Line, etc.)</td>
<td></td>
</tr>
<tr>
<td>• Assisting in support for key customer meetings, technically.</td>
<td></td>
</tr>
<tr>
<td>• Assist in troubleshooting tips for technicians.</td>
<td></td>
</tr>
<tr>
<td>• Participation in complex failure analysis to assist service departments.</td>
<td></td>
</tr>
<tr>
<td>Assist the DFSE counterparts to nominally support product problem solving.</td>
<td></td>
</tr>
<tr>
<td>• To support RPS (Rapid Problem Solving) projects within CSP.</td>
<td></td>
</tr>
<tr>
<td>• Actively work RPS projects in the field in conjunction with CSP Engineering.</td>
<td></td>
</tr>
<tr>
<td>• Assist in early warning problem detection, investigation, documentation and correction.</td>
<td></td>
</tr>
<tr>
<td>• Support local fixes, validate and communicate to CSP Engineering.</td>
<td></td>
</tr>
<tr>
<td>PIR Reporting System</td>
<td>Assessed via monthly report.</td>
</tr>
<tr>
<td>• Assist DFSE Counterpart to actively use the Product Incident Report (PIR) system to report and</td>
<td></td>
</tr>
<tr>
<td>document early warning, reliability, durability and cost of coverage issues (component failures</td>
<td></td>
</tr>
<tr>
<td>/ performance failures / service tools / repair procedures)</td>
<td></td>
</tr>
<tr>
<td>• Product Incident Reports are submitted on a timely basis - five days from initial failure/investigation.</td>
<td></td>
</tr>
<tr>
<td>Assisting DFSE in component/engine field test activity for assigned territory</td>
<td>Assisted by DFSE, based on quality of documentation, timely management of project and collection of field data.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| • In conjunction with the Scoresby / Factory DFSE and Service Engineering, Distributor DFSE counterpart acts as the focal point for all engine/component field test activity within the assigned territory.  
• The DFSE makes initial customer contacts, manages the field test contract with customer or test site manager, maintains records on all installations and provides updates for factory field test engineers and/or factory DFSE as required. |  |

<table>
<thead>
<tr>
<th>Assisting DFSE in technical communication flow for assigned territory.</th>
<th>Assessed by reviewing monthly reports, trip reports, and branch survey.</th>
</tr>
</thead>
</table>
| • DFSE counterpart will stay up to date on latest technical information through resources such as monthly DFSE phone calls, Campaign Alerts, TRPs, Quick Serve On-line early warnings.  
• DFSE counterpart has a routine and effective method to communicate information to distributor branch / dealer shops via regular conference calls, branch visits, Technical updates, etc.  
  o Tooling / technology.  
  o Repair practices and procedures.  
• DFSE ensures distributor branch /dealer shops have a system to maintain and retrieve up-to-date technical information and hardware to support product problem investigations.  
• Assists in defining service training needs / tooling deficiency and activities for distributor branch network, dealer shops. |  |

<table>
<thead>
<tr>
<th>Tools Availability</th>
<th>Evaluated during cause of daily work.</th>
</tr>
</thead>
</table>
| • The DFSE counterpart should maintain and be competent in the use of the following set of tools:  
• Minimum hand tools used for diagnostic work.  
• Service Literature Availability (Manuals, QSOL, etc)  
• Gauges/Transducers/Multimeter  
• Inline Adapters  
• Insite  
• Inpower (Optional based on product supported)  
• Field Calterm  
• Digital Camera  
• Laptop  
• Mobile Phone |  |

| Be aware of, and act in accordance with, Corporate objectives, initiatives, policies, and procedures. | Assessed annually.  
Refer Cummins Business System |
| Take reasonable care to protect own health and safety and that of others, and to ensure that self and others use personal protective equipment. Report all hazards. | Following health and safety guidelines and procedures. |
| Any other duties/responsibilities that from time to time may be required. | Assessment. |
QUALIFICATIONS / SKILLS / EXPERIENCE:

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Basic engineering knowledge</td>
<td>▪ 3\textsuperscript{rd} Year Mechanical Engineering student</td>
</tr>
<tr>
<td>▪ Root Cause Analysis Capability</td>
<td>▪</td>
</tr>
<tr>
<td>▪ Hands on problem solver</td>
<td>▪</td>
</tr>
<tr>
<td>▪ PC skills</td>
<td>▪</td>
</tr>
<tr>
<td>▪ Customer liaison skills</td>
<td>▪</td>
</tr>
<tr>
<td>▪ Self managed, good planning and organisation skills</td>
<td>▪</td>
</tr>
<tr>
<td>▪ Written and verbal communication skills, report writing skills.</td>
<td>▪</td>
</tr>
</tbody>
</table>
IT Positions

Undergraduate Business Analyst / Pricing Analyst Internship - Scoresby

“What Will You Do”
- Market research and analysis covering industry trends, competitor intelligence and opportunity prioritisation
- Management of rebates and pricing files
- Support sales proposals and tenders
- Catalogue management including ownership of research, preparation and publication to promote a greater product offering to current and prospective customers
- Project management including the development of timelines, metrics and deliverables
- Data collection and analysis with the intent of presenting recommendations to the business on how to increase market share and brand awareness
- High quality professional day-to-day execution of tasks and special projects
- Gain exposure to strategic planning and execution in this newly formed, regional APAC team

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Business with a relevant functional discipline (Economics, Finance, Marketing or Sales) and a analytical focus
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A sound understanding of Sales and Marketing concepts and how Sales and Marketing can add value to a business
- A highly analytical and data minded approach
- Strong communication and presentation skills
- Ability to work autonomously as well as effectively as part of a team
- Commitment to learn, grow and develop in a business environment
- Demonstrate high levels of motivation, maturity and professionalism
- Advanced MS Office skills, with the ability to learn other applications
- Valid car driving license highly preferred
Information Technology Intern – Scoresby

<table>
<thead>
<tr>
<th>Global Position Name</th>
<th>Function</th>
<th>Comp Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Pacific DBU Intern</td>
<td>DBU IT</td>
<td></td>
</tr>
<tr>
<td>Local Title:</td>
<td>Location:</td>
<td>Reports to:</td>
</tr>
<tr>
<td>Intern – Information Technology</td>
<td>Scoresby</td>
<td>Stella Atherton</td>
</tr>
</tbody>
</table>

Job Summary

The primary objective for this role is to assist in facilitating the implementation and technical support of business systems solutions and operational support for Cummins South Pacific. This will be achieved by working with Cummins Business Units to assist in identifying and defining business information needs, to analyse and recommend potential solutions, to communicate needs to solution providers, and to champion business solution delivery and to develop valued relationships with key stakeholders.

Key Responsibilities

Working the Business Analyst/Project Managers, assist in facilitating the analysis, design, testing, and re-engineering of business processes; to deliver solutions using approved technology such as Movex, SharePoint, standard web solutions, etc., by:

- Assist and advise in the timing, sequencing, and management of projects that are likely to bring about improved efficiency and functionality of business processes.
- Develop business Process Maps, projects charters and detailed requirements specifications to facilitate process re-engineering and/or code modification.
- Gather relevant information about the business requirement and business environment, so that potential solution providers can clearly understand what any solution will need to deliver.
- Ensuring that business users are aware of governance processes used as a part of systems development and support users to ensure these controls are adhered to.
- Benchmark existing Business Process Maps against Cummins and worldwide best practice and provide recommendations for process change.
- Coordinate acceptance testing and user training plans to ensure the quality of the solution as well as smooth execution of the delivery.
- Build relationships with users, technical staff, and management to determine and resolve issues associated with systems implementation.

Qualifications and Competencies

Skills:

- Knowledge of the development, implementation, and support of business and/or IT Systems Infrastructure/Software and capacity to work with a range of personnel.
- Knowledge in the use of a structured project management methodology.
- Rigorous attention to detail.
- Excellent customer service skills

Local Content

Assist in current projects:

- Accounts Receivables Improvements Initiatives, including Payment Gateway setup for Customer Portal, migration of key financial processes into Credit Portal, integrating with Credit Risk provider and Customer Financial Disputes process redesign
- Identifying potential business processes can be developed and deployed via SharePoint
- Reporting of CBS Usage Management billing and implementing strategies to control usage costs, including identifying and resolving billing issues
- Assist in managing and generating Internal Controls and Audit compliance reporting requirements.
- Intranet Management
- Warehouse Connote Application Investigation
- As well as any other duties/responsibilities that from time to time may be required.
Undergraduate Business Services IT Intern - Scoresby

“What Will You Do”
- Liaise with key internal and external stakeholders
- Work with IT Infrastructure Services leads and their team to assist in the configuration, testing, deployment and installation of hardware and software related to delivery of IT infrastructure services in South Pacific and Southeast Asia regions.
- Assist in a variety of projects including planning for deployment of VoIP, planning for new regional HQ projects, CBS Usage Management billing reporting, financial tracking projects and collaborating with our corporate IT department on common initiatives
- Support the generation and reporting of service delivery metrics
- Act as contact for customers for service related inquiries and building of collaborative relationships with key customers and suppliers
- Identify opportunities for Continuous Improvement of IT Infrastructure Services
- Build relationships with users, technical staff, and management to determine and resolve IT incidents and problems
- Participate in community involvement teams

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Information Technology or Information Systems
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- Enjoy working with a diverse range of people and providing hands on assistance with hardware
- General knowledge of IT functions and services particularly in IT infrastructure such as networks, telephony, mobile phones, PC hardware and software and printers.
- Working knowledge of Microsoft PC operating system and office productivity software such as MS Office and email systems
- Working knowledge of mobile and tablet technologies (Apple products)
- Basic project management skills
- Clear communication skills, both written and verbal
- Strong attention to detail
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organization
- Great interpersonal and customer service skills
- Ability to understand and maintain confidentiality
- Valid car driving license highly preferred
Undergraduate Corporate IT Internship

What Will You Do?
- Liaise with key internal and external stakeholders
- Assist and advise in the timing, sequencing, and management of projects that are likely to bring about improved efficiency and functionality of business processes
- Develop business Process Maps, projects charters and detailed requirements specifications to facilitate process re-engineering and/or code modification
- Gather relevant information about the business requirement and business environment, so that potential solution providers can clearly understand what any solution will need to deliver
- Ensuring that business users are aware of governance processes used as a part of systems development and support users to ensure these controls are adhered to
- Benchmark existing Business Process Maps against Cummins and worldwide best practice and provide recommendations for process change
- Coordinate acceptance testing and user training plans to ensure the quality of the solution as well as smooth execution of the delivery
- Build relationships with users, technical staff, and management to determine and resolve issues associated with systems implementation
- Participate in community involvement teams

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Information Technology or Information Systems
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.
To be successful in this role, you will possess:
- Enjoy working with a range of stakeholders with a great customer service focus
- Knowledge of the development, implementation, and support of business and/or IT Systems Infrastructure/Software
- Knowledge in the use of a structured project management methodology
- Knowledge of IT governance framework and value stream transformation processes
- Knowledge of Sharepoint / BI reporting tools. Mobile / Tablet technologies and Microsoft operating systems and office 365 (including MS Project and Visio)
- Clear communication skills, both written and verbal
- Strong attention to detail
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organization
- Great interpersonal and customer service skills
- Ability to understand and maintain confidentiality
- Valid car driving license highly preferred
Human Resources Positions

Line HR Intern – Scoresby

“What Will You Do”
- Liaising with key internal and external stakeholders
- Support HR systems, processes, policies and procedures
- Utilise HR information systems and undertake audits
- Reporting and analytics
- Administration including contracts and employment letter generation
- Participate in community involvement teams

Line HR
- Gain exposure to recruitment, employment and labour relations, compensation & benefits administration, talent management and learning and development

Talent Management
- Gain practical experience by supporting the team to manage key cyclical activities and implement development initiatives

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor's Degree in Human Resources or undergraduate Bachelors of Business majoring in HR
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A keen interested in learning different facets of HR through four rotations in different HR areas
- Be seeking to develop your career as a HR generalist
- Approach all tasks with enthusiasm and professionalism with a desire to be stretched into complex areas
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Valid car driving license highly preferred
Undergraduate Business Services HR Internship - Scoresby

“What Will You Do”
Work with cross functional and cross business unit subject matter experts from HR Services to:
- Acquire a basic understanding of major processes and policies relating to Benefits and Global OnBoarding
- Participate in the research and summary of end to end processes being applied in HR Services
- Identify gaps and improve HR Services compliance processes
- Assist with the root cause analysis of escalated queries as well as assist with keeping stakeholders informed of the progress made
- Perform logistical and administrative tasks in support of the Global OnBoarding and Benefits function within CBS HR Services
- Act as an additional Project Resource in various projects and initiatives within CBS HR Services

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Human Resources or undergraduate Bachelors of Business Majoring in HR
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A keen interest in HR Services e.g. onboarding, facilitation, logistics, training, employee engagement, benefits and diversity
- A specific interest in undertaking an internship focused on the delivery of HR programs
- Have the drive, initiative and confidence to front foot process improvements, engage suppliers and chase information
- Ability to engage and develop strong stakeholder relationships with a remotely located team
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Valid car driving license highly preferred

This is a 13-month, full time, paid placement and the successful candidate will be required to defer their studies for the duration of the program.
HR Talent Acquisition Intern - Scoresby

“How Will You Do”
- Assisting in the execution, delivery and improvement of annual SouthPAC Intern and Apprentice Recruitment Programs
- Management of Recruitment Social Media
- Management of the careers inbox
- Assist with adhoc recruitment projects
- Delivery of marketing strategies for recruitment projects
- Assist in the development and improvement of recruitment training documentation
- Development of recruitment advertisements
- Screening and assessment of internal and external recruitment
- Scheduling and preparation of candidates for interviews
- Managing the pre-employment checks process

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Human Resources or undergraduate Bachelors of Business majoring in HR
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A keen interested in all aspects of talent acquisition
- An interest in social media
- Approach all tasks with enthusiasm and professionalism with a desire to be stretched into complex areas
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a strong working knowledge of Microsoft Office suite

Valid car driving license highly preferred
Undergraduate Human Resources/HR Intern

“What Will You Do”
- Liaise with key internal and external stakeholders
- Support Apprentice Program Managers and our network of over 160 apprentices
- Support the recruitment process for the South Pacific Apprentice Program
- Follow up and administration relating to apprentice TAFE enrolments, training plans, training contracts and progressions
- Contribute to the timely completion of team projects
- Collaborate with the South Pacific branch network regarding work experience program
- Assist in the planning and execution of the Apprentice On-boarding program
- Support budget creation and expense management
- Liaison with external suppliers and TAFE organisations
- Oversee the Government incentives claim process
- Update and track apprentice information and files maintained on our sharedrive
- Create strategies to improve gender and cultural diversity in apprentice recruitment
- Participate in community involvement activities

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Human Resources
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A specific interest in broadening your HR experience
- Be interested in the Learning and Development area of HR
- Ability to perform repetitive administration tasks accurately and consistently follow processes
- Be able to develop strong stakeholder relationships with a remotely located national team
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a knowledge of Microsoft Office suite
- Valid car driving license highly preferred
HR Intern – Talent Acquisition – Scoresby

<table>
<thead>
<tr>
<th>Title:</th>
<th>Function:</th>
<th>Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Intern – Talent Acquisition</td>
<td>Human Resources</td>
<td>Meng Kiat Toh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Talent Acquisition Manager, NESEA</td>
</tr>
</tbody>
</table>

**Job Summary**

Contribute to one or more elements of the recruitment process including branding, sourcing, screening, and interviewing applicants to fill job vacancies.
Contribute to candidate care in communicating with applicants and candidates regarding consideration for employment and the specifics of the role.
Contribute to data analytics in qualitative and quantitative data; driving towards data driven process improvement and business decision.

**Job Areas**

Learn and contribute in one or more of the following areas
- Recruitment process (interview process, ERP process, etc)
- Recruitment operations (apprentice & internship hiring, talent pool, etc)
- Sourcing channels (social media, related associations, etc)
- Branding initiatives (social media, campus event, etc)
- Data analytics (applications, cycle time, etc)
- Projects on demand

**What Intern stand to gain**

**Functional Skills**
- Data Analytics – How to gather, interprets and communicates qualitative and quantitative data, and effectively extract meaningful patterns and business insights.
- Candidate Assessment and Selection – How to evaluates and selects candidates against predetermined job specifics and “Select for Cummins” competencies.
- Process Execution – How to manages the execution of processes, seeking efficiency, accuracy, positive business performance outcomes and operational agility.

**Soft Skills**
- Communicates effectively – How to deliver multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Customer focus – How to build strong customer relationships and delivering customer-centric solutions.
- Persuades – How to use compelling arguments to gain the support and commitment of others.

**Education, Licenses, Certifications**

College, university, or equivalent degree in Human Resources, Business, or related field or equivalent experience required.
Human Resources Intern - Scoresby

<table>
<thead>
<tr>
<th>Title:</th>
<th>Function:</th>
<th>Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern – Corporate HR</td>
<td>Human Resources</td>
<td>Terryn Gaudry</td>
</tr>
</tbody>
</table>

Job Summary

This role is designed to provide the incumbent with well-rounded practical experience within the Human Resources Function. The internship will provide the opportunity to work across the broader HR Function including HR Operations Excellence, Line HR and Talent Management. The purpose of the Internship is to support all team members on a daily basis whilst developing practical skills to work in Human Resources.

Key Responsibilities

**HR Operations Excellence**

HR Operations Excellence is an integral part of the Human Resources Function. The purpose of the team is to provide key HR metrics, analytics and reports to the business and to ensure compliance with Cummins policies and procedures. In addition, the team is responsible for managing the HR Information System.

The incumbent will gain practical experience with:

- HR systems, processes, policies and procedures that support the business;
- HR Information Systems and auditing requirements;
- Reporting and analytics;
- Administration including Employee Actions Forms, Contracts and employment letter generation.

**Line HR**

Line HR supports the Company’s business objectives and strategies around the world by providing professional Human Resource services aimed at enabling the right environment, reinforcing our mission, vision and values, and providing timely and effective services to the groups we support.

The incumbent will gain practical experience with:

- Recruitment, employment and labour relations, compensation & benefits administration, talent management and learning and development.

**Talent Management**

Talent Management is responsible for common, policies, processes and tools and partner with the business to execute talent management processes whilst delivering Leadership Development programs.

The incumbent will gain practical experience by supporting the team to manage key cyclical activities and implementing development initiatives.

Required Qualifications and Competencies

**Qualifications:**

- Currently studying an undergraduate bachelor’s degree in Human Resources, Business or a related discipline.

**Skills:**

- Good communication skills, both written and verbal.
- An interest and willingness to learn and develop new skills in a diverse organisation.
- Good interpersonal and customer service skills.
- Ability to understand and maintain confidentiality.
- Basic computer literacy and understanding of Microsoft Office suite.
Health and Safety Intern – Scoresby

<table>
<thead>
<tr>
<th>Title:</th>
<th>Function:</th>
<th>Manager:</th>
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</thead>
<tbody>
<tr>
<td>HSE Intern Asia Pacific</td>
<td>Workplace &amp; Community Environment Asia Pacific</td>
<td>Environment &amp; Sustainability Leader, Asia</td>
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</tbody>
</table>

Job Summary

The Health and Safety Intern for Asia Pacific is responsible for supporting the Director Workplace & Community Environment in executing the Asia Pacific goal tree and work program for 2019, as well as supporting the Asia Pacific HSE Team.

This role will also be required to help support the Corporate Responsibility Program for Asia Pacific through the administering of the MyCommunity Database, and local partnership Programs.

Key Responsibilities

**Supporting**
- Providing training to CIT leaders (and general data entry users) on the MyCommunity Database, and helping to trouble shoot any problems with the system
- Providing training and assistance to HSE Leaders on Safety Net and Enablon, and helping to trouble shoot any problems with the system
- Developing and drafting training materials and the conducting of training sessions for new HSE processes and procedures implemented within the region
- Conducting research and investigation projects into specific areas of HSE or CR
- The development of training packages and kits for regionals HSE and CR leaders

**Coordinating**
- The dissemination of information or processes for HSE and CR, and coordinating the completion of implementation scorecards
- The entry of HSE and CR related training material into the Cummins Learning Centre (CLC) and being a key contact for the Asia Pacific region for any queries relating to the CLC
- The 2016 Environmental Challenge Program for the Asia Pacific Region and providing support to the Environmental Challenge Champions in South Pacific and NESE Asia
- Coordinating specific projects related to HSE and CR as approved by the Director Workplace & Community Environment Asia Pacific.

**Monitoring**
- Assisting in the tracking and following up regional HSE and CR leaders in the completion of project scorecards on a monthly and quarterly basis
- Tracking the completion of special projects and implementation of new processes and training as directed by the Director Workplace & Community Environment Asia Pacific.
• Responsibility for helping draft the Asia Pacific Corporate Responsibility Report by the 10th calendar day of each month. This includes identifying and soliciting for relevant stories from the country CR and CIT Leaders for inclusion in the monthly newsletter
• Preparing and publishing the monthly HSE reports for SafetyNet, Near Miss and Hazards, and HSE Training Update (Passport to Safety, LILI and PowerZone)
• Preparing monthly EEEC participation reports as requested by local CIT Sponsors, in accordance with Cummins Privacy Policies
• Assisting with the preparation of monthly and quarterly reports on Asia Pacific Corporate Responsibility and HSE performance.

Ad hoc
• Provide occasional support and assistance to regional HSE and CIT teams
• Provide occasional support and assistance to the TEC Manager
• Participate as a member of the Box Hill CIT Team
• Any other tasks as required and reasonably directed by the Director Workplace & Community Environment Asia Pacific.

Required Qualifications and Competencies

Qualifications:
• Applied Science Occupational Health and Safety
• Health Science
• Ergonomics, Human Factors or other related discipline
• Environmental Science

Skills/Competencies:
• Excellent communication and interpersonal skills
• Proficient in Word, Excel and Powerpoint computer programs
• Second Asian language desirable but not essential.
Undergraduate Health, Safety and Environment Intern

What Will You Do?

- Preparing and publishing the monthly health, safety and environmental reporting packs
- Coordinating and scheduling mandatory HSE training programs
- Managing and monitoring environmental performance data, including the quarterly validation process, and working with regional HSE leaders on waste, water and energy reduction programs
- Coordinating the roll out of Global Action Plans and working with regional teams to close out corrective actions
- Participating in ISO45001 and ISO14001 HSEMS auditing programs, and assisting sites in audit preparation
- Conducting research and preparing papers for specific HSE projects and programs, including new technology implementation programs
- Participating in the Hazard Identification and Risk Assessment Program team assessments
- Maintaining and updating the Cummins Connect Asia Pacific HSE site
- Managing and administrating key HSE databases including Enablon, SafetyNet, and the Cummins Learning Centre
- Supporting Regional HSE Managers in monitoring and managing key HSE Objectives & Targets for 2022 work program and initiatives

About You:

To qualify for this undergraduate internship, it is essential that you:

- Are currently studying an undergraduate Bachelor's Degree in HSE, Psychology, Business or Science
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:

- A keen interest in developing your HSE knowledge to complement your HSE or non HSE Degree
- Be interested in the development and delivery of projects
- A confident, outgoing individual who will seek out necessary information to achieve set outcomes
- Ability to engage and develop strong stakeholder relationships with a remotely located national team
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Valid car driving license highly preferred
Finance Positions

Undergraduate Corporate Accounting Intern - Scoresby

“What Will You Do”
- Liaising with key internal and external stakeholders
- Assist to upload monthly journals
- Perform General Ledger reconciliation
- Prepare and conduct monthly expenses review with Head of Department
- Assist in preparation of Audits
- Complete Australian Bureau of Statistic (“ABS”) survey as required
- Assist in preparation of Statutory Financial Statement
- Assist in preparation of Tax Return and International Related Party Dealing (“IDS”)
- Assist in preparation of Transfer Pricing Documentation
- Perform monthly Inventories Turns report
- Assist in the development and review of internal controls to ensure the enterprise and its business units are in compliance
- Identify needs and opportunities for process improvements
- Participate in community involvement teams
- Involve in ad-hoc projects when required

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Accounting
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A confident, outgoing approach to seek out necessary information to achieve set outcomes
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Great interpersonal and customer service skills
- Valid car driving license highly preferred
Finance Intern – Scoresby

<table>
<thead>
<tr>
<th>Global Position Name</th>
<th>Function</th>
<th>Comp Class</th>
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<tbody>
<tr>
<td>Finance Intern</td>
<td>Finance</td>
<td>Student</td>
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</tbody>
</table>

Local Title: Finance Intern  
Location: Scoresby, Victoria

Reports to: Regional General Accounting Manager, SEAPAC

Job Summary
The Finance Intern will provide support to the wider Accounting Services team by financial accounting, compliance and control support to the team on ad hoc work. The role of the intern is to gain experience and development in their chosen field of study, whilst also gaining exposure to a global organisation's key operations and processes.

Key Responsibilities
- Provide assistance with accounting month end activities
- Participate in financial reporting
- Prepare monthly journals
- Responsible for updating procedural documentation
- Participates in continuous improvements projects
- Perform Balance Sheet reconciliations and assist with close activities
- Supports the Business Services Finance team in ad hoc activities and projects
- Participate in compliance projects to enhance the internal control environment
- Assist in the execution of financial and system audits and the related Management Improvement Plan
- Review financial procedures to determine whether or not internal controls are being properly applied
- Perform risk assessments within established processes and associated plans for gap closure

Qualifications and Competencies

Skills:
- Excellent attention to detail
- Ability to work autonomously
- Inquisitive nature
- Confidence in communicating with a range of stakeholders
- Intermediate Microsoft Excel skills

Education, Licenses, Certifications
At least 2 years (not graduated) completion of a degree majoring in Accounting

Experience
Prior Finance Internship preferred
Undergraduate Business Services Accounting Intern - Scoresby

“What Will You Do”

- Assist with CBS volume billing submission and coordination;
- CBS Corporate Reporting, including the scorecard for all service lines;
- Support the team with reviewing and analyzing Monthly P&L of CBS South Pacific & South East Asia (SEAPAC).
- Assist with submitting CBS expense forecast onto Essbase as per the CBS corporate calendar.
- Support the team with Month End Journals and close, Reclass of expenses, bank reconciliations and fixed asset maintenance, credit cards expense integration and reconciliation, goods in transit transactions and reconciliations
- Assist with updating PFR process documents.
- Assist with intercompany balance sheet reconciliations, journal preparation, work instruction preparation and other general accounting services work.
- Identify needs and opportunities for process improvements
- Other adhoc tasks as required.

About You:

To qualify for this undergraduate internship, it is essential that you:

- Are currently studying an undergraduate Bachelor’s Degree in Accounting, Finance or Commerce with an Major in Accounting
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:

- A confident, outgoing approach to seek out necessary information to achieve set outcomes
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- Attention to details
- High attention to detail and accuracy
- Problem solving skill with critical thinking skills
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Great interpersonal and customer service skills
Undergraduate Business Services Accounting Intern - Scoresby

“What Will You Do”
- Assist with CBS volume billing submission and coordination;
- CBS Corporate Reporting, including the scorecard for all service lines;
- Support the team with reviewing and analyzing Monthly P&L of CBS South Pacific & South East Asia (SEAPAC);
- Assist with submitting CBS expense forecast onto Essbase as per the CBS corporate calendar.
- Support the team with month end journals and close, reclass of expenses, bank reconciliations and fixed asset maintenance, credit cards expense integration and reconciliation, goods in transit transactions and reconciliations.
- Assist with updating PFR process documents.
- Assist with intercompany balance sheet reconciliations, journal preparation, work instruction preparation and other general accounting services work.
- Identify needs and opportunities for process improvements.
- Other adhoc tasks as required.

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Accounting, Finance or Commerce with a Major in Accounting.
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022.
- Are available for the full 13 months and be willing to defer your studies for that duration.
- Possess Australian Citizenship or Permanent Residency.

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- A confident, outgoing approach to seek out necessary information to achieve set outcomes.
- Clear communication skills, both written and verbal.
- Time management skills and ability to multi-task.
- Attention to details.
- High attention to detail and accuracy.
- Problem solving skill with critical thinking skills.
- An interest and willingness to learn and develop new skills in a diverse organisation.
- Ability to understand and maintain confidentiality.
- Strong computer literacy and a strong working knowledge of Microsoft Office suite.
- Great interpersonal and customer service skills.
Accounting Intern – Scoresby

<table>
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<tr>
<th>Title:</th>
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<tbody>
<tr>
<td>Intern – Accounting</td>
<td>Finance</td>
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**Key Responsibilities**

**Key high-level responsibilities:**

- Provide assistance with accounting controls (US GAAP / SOX)
- Assist in the development and review of internal controls to ensure the enterprise and its business units are in compliance
- Carry out internal/external reporting and general operational accounting
- Identify needs and opportunities for process improvements
- Provide accounting support and financial analysis for Business Leaders.

**Qualifications and Competencies**

**Skills:**

- Excellent attention to detail
- Ability to work autonomously
- Inquisitive nature
- Outgoing personality (confidence in communicating with a range of stakeholders)
- Intermediate Microsoft Excel skills

**Education, Licenses, Certifications:**

At least 2 years (not graduated) completion of a degree majoring in Accounting
Driver’s license

**Experience:**

**Prior Finance Internship preferred**

**Local Content**

- Perform monthly result compilation
- Perform General Ledger reconciliation
- Prepare and conduct monthly expenses review with Head of Department
- Assist in preparation of PWC/ SOX/ Internal Audit.
- Complete Australian Bureau of Statistic (“ABS”) survey as required
- Assist in preparation of Statutory Financial Statement
- Assist in preparation of Tax Return and International Related Party Dealing (“IDS”)
- Assist in preparation of Transfer Pricing Documentation
- Involve in ad-hoc projects when required
- Perform monthly Inventories Turns report
Local Title: Pricing Intern  
Location: Scoresby

Job Summary

Cummins is committed to fostering a great place to work in every aspect of our working environment. An intern’s role is to learn from management, colleagues and undertake a wide variety of functional tasks in an endeavour to both contribute successfully to a team and gain well rounded work experience.

Pricing Intern will play a pivotal role in supporting our newly formed, dedicated APAC pricing team to achieve our business objectives and offering best service & support in market.

Key Responsibilities

- Market research and analysis covering industry trends, competitor intelligence and opportunity prioritisation
- Management of rebates and pricing files.
- Support sales proposals and tenders
- Catalogue management including ownership of research, preparation and publication to promote a greater product offering to current and prospective customers
- Project management including the development of timelines, metrics and deliverables
- Data collection and analysis with the intent of presenting recommendations to the business on how to increase market share and brand awareness
- High quality professional day-to-day execution of tasks and special projects
- Gain exposure to strategic planning and execution in this newly formed, regional APAC team

Qualifications and Competencies

Skills:

- A sound understanding of Sales and Marketing concepts and how Sales and Marketing can add value to a business
- A highly analytical and data minded approach
- Strong communication and presentation skills
- Ability to work autonomously as well as effectively as part of a team
- Commitment to learn, grow and develop in a business environment
- Demonstrate high levels of motivation, maturity and professionalism
- Advanced MS Office skills, with the ability to learn other applications
- Valid car driving license highly preferred
Education, Licenses, Certifications
- Are currently studying an undergraduate Bachelor’s Degree in Business with a relevant functional discipline (Economics, Finance, Marketing or Sales) and a analytical focus
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Local Content

Specific Tasks:
- Create / Refresh Competitor and Customer Profiles
- Work closely with sales team to analyse current business and new opportunities
- Develop standard tools & templates
- Catalogue management and Product gap analysis
- Assist in brainstorming and process improvement
- Assist in Development & management of sales growth promotions / programs
- Special projects as required by management & sales team
Legal Positions

Undergraduate Corporate Law / Legal Intern - Scoresby

What Will You Do*

- Liaise with key internal and external stakeholders
- Support all legal practice areas including litigation, real estate, employment, commercial and ethics and compliance
- With the support of the Legal team, review and draft various agreements and manage small claims
- Assist with core legal project work
- Provide legal research to the Legal team as may be required from time to time
- Research, prepare and distribute monthly legal alerts
- Support the delivery of the ethics and compliance program in a structure rotation in this area
- Attend training and development courses
- Participate in community involvement teams

About You:
To qualify for this undergraduate internship, it is essential that you:

- Are currently studying an undergraduate Bachelor’s Degree in Law
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies or study part time for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:

- A keen interest in pursuing a career in an in-house legal team
- High level communication skills, both written and verbal.
- Strong attention to detail
- Strong research skills
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- A proactive approach and drive for results
- Ability to understand and maintain confidentiality
- Strong computer literacy and understanding of Microsoft Office suite
- Valid car driving license highly preferred
Legal Intern x 2 – Scoresby

Global Position Name | Function | Comp Class
--- | --- | ---
South Pacific DBU Intern | Legal | 

Local Title: Legal Intern Location: Scoresby

Job Summary
To assist the Asia Pacific Legal and Compliance team with the provision of legal services to business units across the Asia Pacific region.

Key Responsibilities
Key high-level responsibilities include:
- With the support of the Legal group, draft standard form agreements and manage small claims.
- Provide legal research to the Legal and Ethics & Compliance teams as may be required from time to time.
- Research, prepare and distribute monthly legal alerts.

Qualifications and Competencies
Skills: Ability to:
- write in ‘Plain English’
- communicate effectively
- demonstrate attention to detail
- undertake legal research
- work within a team
- be open to mentoring and professional development
- work autonomously with the support of mentor and remotely as required
- foster good working relationships with colleagues and the business

Education, Licenses, Certifications
Currently undertaking Bachelor of Laws

Local Content
- Participate and present at weekly Legal group meetings.
- Research, prepare and distribute monthly legal alerts on topical issues to all relevant business units.
Sales and Marketing Positions

Undergraduate On-highway Sales and Marketing Internship - Scoresby

What Will You Do?
- Provide sales and marketing support to the On-Highway business in the South Pacific, assisting in the promotion of Cummins powered on highway equipment throughout the region
- Support the implementation policy, direction and plans at a national level where applicable and to participate and contribute to the On-Highway team
- Support On highway marketing promotions
- Analyse our market presence and competitor activities
- Coordinate events
- Be hands on in sales and marketing projects.
- Liaising with key internal and external stakeholders
- Participate in community involvement teams

About You:
To qualify for this undergraduate internship, it is essential that you:
- Are currently studying an undergraduate Bachelor’s Degree in Sales or Marketing
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:
- Can demonstrate outstanding interpersonal skills, a team work ethic and the ability to think and operate autonomously and independently when required
- Previous sales or marketing support experience would be very highly regarded
- Clear communication skills, both written and verbal
- Be highly organised with great time management skills and the ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Basic to Intermediate computer literacy and understanding of Microsoft Office suite
- Valid car driving license highly preferred
Customer Experience Intern – Scoresby

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<thead>
<tr>
<th>Global Position Name</th>
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<th>Comp Class</th>
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<tbody>
<tr>
<td>Asia Pacific DBU Intern</td>
<td>Customer Experience</td>
<td>Intern - Student</td>
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</table>

Local Title: Customer Experience (CX)  
Location: Scoresby

Reports to: Customer experience manager

Job Summary

Our aim is to increase customer loyalty, retention, and acquisition. Cummins is embarking on a Customer Experience (CX) transformation to optimise how we deliver to our customers today and in the future. As part of this effort, Cummins has created a CX organisation to manage and implement a CX strategy across the business. Key activities include:

- To provide support to the CX team in Asia Pacific.
- To work close with internal stakeholders to gather voice of business insights.
- To support the implementation of CX strategy and complimentary CX improvement programs.
- To lead and develop loyalty and retention programs.
- To support management of Net Promoter Score program, digital and e-commerce platforms.

Key Responsibilities

**Customer Experience (CX)**

- Support analysing metrics and data insights to better position Cummins to have world-class customer experience.
- Lead and develop Customer Care Award program.
- Manage the Cummins Power App developments to improve the customer experience.
- Supporting the development of voice of customer surveys and then supporting with analysis and insights.
- Assisting with internal projects to make business process improvements, including developing CX analysis documents in PowerPoint with supporting analysis and recommendations.
- Develop presentation material to support the Customer experience team in Asia Pacific.
- Supporting the development of external CX collateral, including helping with research and contributing to writing efforts.

**CX Strategy**

- Collaborate with stakeholders from across the business to understand the role customer experience plays in their customer journey.
- Assist in the implementation of the CX strategy and complimentary programs.
- Assist in the measurement of CX strategy and programs.
### Qualifications and Competencies

**Skills:**
- Strong communicator and can build trusted business relationships.
- Can craft a story using data and analytics, aligned to business needs.
- Strong writing skills.
- Excel and PowerPoint skills.
- Self-starter, ability to take initiative, and enthusiastic.
- Exposure to customer experience.

### Education, Licenses, Certifications
Current driver's license.
Qualifications in Marketing or Business.

### Experience
Corporate Communications Intern - Scoresby

“What Will You Do”

- Assist in the development, management, planning and scheduling of content for social media platforms
- Work with the Communications team in APAC to support and execute marketing communications initiatives
- Work with 3rd party agencies and suppliers to support planning, development and execution of APAC marketing initiatives and programs
- Support the development of collateral, events and digital communications that relates to key business segments
- Support the execution of effective print, electronic, web and video communications in accordance to brand guidelines
- Support digital campaigns which including social media deployment, apps, electronic direct mail

Eligibility Requirements
To qualify for this undergraduate internship, it is essential that you:

- Are currently studying an undergraduate Bachelor’s Degree in Communications or Marketing
- Have between 1 and 8 units of study left to complete of your undergraduate degree as of February 2022
- Are available for the full 13 months and be willing to defer your studies for that duration
- Possess Australian Citizenship or Permanent Residency

Note: Applicants that do not meet these qualifying requirements unfortunately will not be considered.

To be successful in this role, you will possess:

- A passion and flair for digital campaigns
- Strong cross-cultural awareness
- A confident, outgoing approach to seek out necessary information to achieve set outcomes
- Ability to engage and develop strong stakeholder relationships with a remotely located national team
- Clear communication skills, both written and verbal
- Time management skills and ability to multi-task
- An interest and willingness to learn and develop new skills in a diverse organisation
- Ability to understand and maintain confidentiality
- Strong computer literacy and a strong working knowledge of Microsoft Office suite
- Valid car driving license highly preferred
# Intern – Operations Excellence Programmable Parts & Service Capability & Innovation Manager

**Job Summary**

Cummins is committed to fostering a great place to work in every aspect of our working environment. An Intern’s role is to learn from management, colleagues and undertake a wide variety of functional tasks in an endeavour to both contribute successfully to a team and gain well rounded work experience.

The Service Development Intern will play a pivotal role in supporting our Service team to achieve our business objectives of Legendary Sales, Service and Support.

The Service Development Intern for South Pacific is responsible for supporting the Manager Service Projects in executing the South Pacific goal tree and work program, as well as supporting the wider South Pacific Service Development Team.

## Key Responsibilities

### Supporting
- Provide support in development of project plans and timeline to achieve the Operations plan
- Assist in the development and drafting of training material to support operation initiatives
- Work with the Service Development team to achieve project timelines and deliverables
- Support business requests for information on operational efficiency

### Coordinating
- Coordinate the release of material on the Operations Communication SharePoint site
- Coordinating specific projects related to the Operation Plan as approved by the General Manager Service.

### Monitoring
- Assisting in the tracking and following up of project workplans
- Project management including development of timelines, metrics and deliverables
- Assisting in design of sustainable solutions for business process automation
- Identify opportunities to use technology to improve the service experience both internally and externally
- Monitoring Service Performance, performing root cause analysis and monitoring corrective actions.

### Reporting
- Assisting with the preparation of monthly and quarterly reports on Service Performance

### Ad hoc
- Engages with customers in a courteous and professional manner. Ensures prompt and efficient attention to customer needs.
- Completes training in line with skill and business requirements
- Ensure adherence to all relevant Health, Safety & Environmental policies, procedures and legislations.
- Provide occasional support and assistance to the wider Parts & Service team
- Participate in Community Involvement Activities
- Any other tasks as required and reasonably directed

## Required Qualifications and Competencies

### Qualifications:
- Must have part completed or completed an undergraduate degree in Business, Technology or relevant functional discipline

### Skills/Competencies:
- A sound understanding of Technology solutions and concepts that add value and remove waste from the business
- A highly analytical and data minded approach
- Strong communication and presentation skills
- Ability to work autonomously as well as effectively as part of a team
- Commitment to learn, grow and develop in a business environment
- Demonstrate high levels of motivation, maturity and professionalism
- Advances MS Office skills, with the ability to learn other applications
- Able to prepare required documentation to the standard required