APAC CKU Team & Project Intern

工作职责

1. Team & Administrative Support

- Support daily administrative activities of the APAC CKU team.
- Prepare meetings, agendas, materials and meeting minutes.
- Track actions and follow up with relevant stakeholders.
- Support purchase requisition/PO preparation and other administrative processes.
- Maintain team documentation, contact lists, trackers and shared folders.

2. APAC Local Key User Coordination

- Support organization of regional LKU meetings, workshops and training sessions.
- Coordinate invitations, participant lists, materials and logistics.
- Prepare presentations, surveys and meeting documentation.
- Track follow-up actions after LKU meetings.

3. GRIP / S/4HANA Project Support

- Support APAC GRIP regional coordination activities.
- Assist with system testing according to predefined test scenarios.
- Maintain testing status, evidence, defects and action trackers.
- Support training coordination and completion tracking.
- Assist in collecting and documenting APAC local/special processes.
- Support cutover preparation, checklists and readiness tracking.
- Assist in preparing project status reports and presentations.

职位号码
REF100899X

所在地
八打灵再也

工作场所灵活度
现场办公

工作时间
全职

法律实体名称
Continental Tyre PJ Malaysia Sdn. Bhd.

职位要求

Education

- Currently pursuing a Bachelor's degree in:
  - Business Administration
  - Finance / Accounting
  - Information Systems / IT
  - Supply Chain / Logistics
  - Data Analytics
  - Engineering
  - or related fields

Skills

- Good **Excel, PowerPoint, Outlook and Teams** skills
- Good written and spoken **English**
- Organized and detail-oriented
- Comfortable working with data, trackers and documentation
- Good communication and coordination skills
- Willing to work with colleagues across different APAC countries

- Interest in **SAP, S/4HANA, digital transformation or project management**
- SAP experience is **an advantage, but not required**

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关于我们

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world’s largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.