

HR - TMOD Intern

Ihre Aufgaben

Responsibilities and Activities:

- Send invitations, organize courses from start to finish.
- Ensure all participants are registered in the tool.
- Maintain a calendar for each project phase and ensure deadlines are met.
- Manage tasks and ensure they are evaluated by the coaches.
- Create presentations on the progress achieved in each project phase.
- Detect absences from any course or lack of tasks.
- Handle reports and statistics on the progress of each stage of the Talent Management cycle.
- Manage the SCD tool for employee onboarding and offboarding, courses, reports, event invitations, etc.
- Send information, emails, invitations, etc., as part of the Onboarding preparation process for new employees.
- Prepare presentations.
- Update information in communication channels.
- Support TAE calls, track deliverables such as attendance and course lists.
- Support auditable processes such as STPS, CTPAT, and OEA.
- Monthly update of the training tool database.
- Record information in the training tool.

Ihr Profil

- Academic: Active student in **Administration, Administrative Informatics, Human Resources or related fields.**
- **Entrepreneurial Spirit:** Build trust, Quality orientation, and Focus on the customer and/or key stakeholders.
- **Execution:** Problem-solving, Planning, and organization.
- **Drive:** Initiative, Passion, and commitment.
- **Learning:** Self-reflection, Seeking growth and development.
- **Interaction:** Effective communication, Teamwork, Building productive relationships.
- **English Intermediate.**
- Microsoft Office.

Unser Angebot

At AUMOVIO we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!



Job ID
REF2412R

Arbeitsbereich
Personalwesen

Standort
Guadalajara - Santa Anita

Ansprechpartner
Jeniffer Peñaloza

Rechtliche Einheit
**Continental Automotive
Guadalajara México, S. de R.L. de
C.V.**

Über uns

Continental's Automotive group sector is expected to be listed as independent company "AUMOVIO" in September 2025. With ~93,000 employees worldwide and annual sales of ~€20 billion, we are entering an exciting new era.

AUMOVIO stands for highly developed electronic products and modern mobility solutions. In addition to its strong market position with innovative sensor solutions, displays, and technologically leading braking and comfort systems, AUMOVIO has significant expertise in software, architecture platforms and assistance systems for the rapidly growing future market of software-defined and autonomous vehicles. Our purpose is clear: to make future mobility safe, exciting, connected, and autonomous.