

Administrative - Internship (8 hours) - Tires

Vaše náplň práce

- Collects data from process owners and centralizes it in Excel; manages and updates databases ensuring accuracy and structure;
- Generates, maintains, and improves department reports; prepares reports and presentations as needed;
- Automates administrative tasks and supports process optimization;
- Understands technical workflows and collaborates with production teams and trainers;
- Performs daily administrative activities (recording, tracking, updating data);
- Provides support in operational tasks within the area of responsibility;
- Participates in departmental projects and continuous improvement initiatives;
- Willing to go on the shopfloor to gather information and understand processes.

Váš profil

- Student in Mechatronic Engineering, Electronics and Information Technologies, Economic Informatics (3rd year of bachelor degree or first year of master));
- Proficient in MS Office (Excel, PowerPoint, Word);
- Attention to detail and ability to work in a structured, organized manner;
- Openness to go on the shopfloor;
- Good analytical thinking and problem solving abilities;
- Ability to communicate and collaborate effectively with production teams and trainers;
- Proactive attitude, willingness to learn, and adaptability in a dynamic environment;
- Good English skills (written & spoken);
- Experience with databases, reports;
- Full-time availability (8h/day).

Co nabízíme

- Integration Program in a professional, young & dynamic team;
- Competitive Salaries (based on performance);
- 13th salary;



ID pracovní pozice
REF39690Q

Obor
Administrativa

Lokalita
Timișoara

Právnícká osoba
**S.C. Continental Automotive
Products S.R.L.**

- Health & Wellness Benefits (Private Health and Life Insurance, Sport activities etc.);
- Different discounts (glasses, tires, medical, shopping);
- Professional Development Opportunities (in Technical and Managerial Area);
- Flexible Working Schedule;
- Stability;
- International Work Environment & Traveling.

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O nás

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2024, Continental generated sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

With its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires group sector stands for innovative solutions in tire technology. Intelligent products and services related to tires and the promotion of sustainability complete the product portfolio. For specialist dealers and fleet management, Tires offers digital tire monitoring and tire management systems, in addition to other services, with the aim of keeping fleets mobile and increasing their efficiency. With its tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.