Internship - Human Relations / Global Mobility Services - REF47962P

Your tasks
As from April 2024 (or later), we are looking for support in the field of HR with a focus on Global Mobility Services Operations as part of a 6-month mandatory or voluntary internship. The activity takes place both on site and remotely.

Your tasks:
- Creation of presentations in German and English
- Collaboration with worldwide HR departments and external service providers (e.g. in the areas of taxes, relocation, intercultural preparation)
- Taking on tasks, submitting applications (social security and taxes) and direct communication with employees worldwide
- Analysis of data from our system (e.g. SAP) and administrative system maintenance
- Support and collaborate with the entire Global Mobility Services Operations Team
- Support for local and international projects
- Creation of presentations in German and English

Your profile
- Students in the field of economics or social sciences, psychology; ideally with a focus on human resources or a comparable field of study
- Initial experience in human resources is desirable (e.g. through internships or working student positions)
- Confident use of MS Office programs (especially Word, Excel, PowerPoint)
- Good knowledge of German and very good English skills, both spoken and written
- High level of personal responsibility, flexibility, resilience
- Very good teamwork, organizational and communication skills

Please remember to upload your current certificate of enrollment as well as your current transcript of grades, as these are mandatory for processing your application. If required, please submit your valid residence permit as well as your work permit including the additional sheet.

Applications from severely handicapped people are welcome.

Our offer
Ready to drive with Continental? Take the first step and fill in the online application.
About us

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

Europe, Asia, America, Africa - Continental innovations move the whole world. Within the HR department, the Global Mobility Services department is responsible for the supervision of all expats for the entire Continental Group worldwide. In addition to the supervision and safeguarding of accounting-relevant topics for all German ge- and posted persons, our activities also include the audit of service providers for the global posting population.