

# Global HR Internal Learning Organizer MOOCs - TM

## Feladatok

This Internal Learning Organizer role is centrally responsible for the operational steps around the globally offered portfolio of Massive Open Online Courses (MOOCs) at Continental.

### Job Description

- Execution of the training administration processes for the agreed MOOC providers (e.g. processing of demands in general and bundling of individual demands);
- Communication and marketing of the central training offers including maintenance of information on our internal communication platforms;
- Coordination with external providers and internal customers and stakeholders;
- Ordering license packages from external providers, license management and allocation of costs to internal cost centers;
- Controlling of the settlement center and tracking of invoices;
- Continuous improvement of processes in coordination with all stakeholders;
- Project management support (e.g. for the introduction of new providers).

## Profilja

- Completed vocational training or comparable qualification;
- First experience in training management and with billing processes preferable;
- Confident handling of MS Office programs (preferably O365);
- Very good written and spoken English skills;
- Structured and independent way of working;
- High customer and service orientation and good organizational skills.

## Ajánlatunk

### Pay for Performance:

- Achievement Bonuses and Rewards;
- Relocation Bonus for non-Timisoara Residents;
- Recommendation Bonuses for new team members;
- Flexibility Program including flexible hours, mobile work and sabbaticals

### Wellbeing:

- Health & Wellness (Private Health Insurance, Life Insurance, Sport activities etc.);
- Different discounts (glasses, tires, medical, shopping);
- In-house restaurant & coffee corners.



Job ID  
**REF51136Q**

Telephely  
**Temesvár**

Vezetői szint  
**Leading Self**

Munkahelyi rugalmasság  
**Hybrid Job**

Jogi egység  
**Continental Automotive Romania  
SRL**

### Life-Long Learning:

- Technical, Soft Skills & Leadership trainings;
- Dedicated Programs and Conferences;
- Free Language Courses (English, German, French etc);
- Access to e-learning platforms;
- Career development opportunities (local and international);
- Internal development communities (Experts, Agile Community of Practice, Artificial Intelligence etc).

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

### **Rólunk**

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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.