

# Intern for External Collaboration

## Your tasks

Support for R&D Liaison activities as:

- Support in monthly reports
- Update of project information
- Creation of databases
- Support in collecting signatures for letters and agreements
- Support in planning and enabling meetings / events / conferences - internal and external
- Support in equipment inventory
- Effective presentations and photograph evidence of Initiatives
- Data analysis for decision making
- Physical and digital files of the projects

## Your profile

- Apoyo en los informes mensuales.
- Actualización de la información del proyectos e Iniciativas.
- Creación de bases de datos.
- Apoyo en los cambios y observaciones de proyectos.
- Apoyo en la recogida de firmas para las cartas y convenios.
- Apoyo en planeación y procesos para participación y habilitación de juntas/ eventos/conferencias internas y externas.
- Recopilar la documentación comprobatoria de los Proyectos e Iniciativas (Excel, comprobantes de entrega de proyectos, fotografías xml, PO´s para eventos, documentación de convenios, etc.).
- Apoyo en el inventario de bodega

## Our offer

- Estudiante activo de la carrera de Ing. Industrial, administración, negocios, comunicación.
- Ser estudiante activo previo a 1 año para finalizar la carrera, contar con seguro facultativo.
- Paquetería office nivel intermedio.
- Inglés intermedio-avanzado.
- Disponibilidad de tiempo por las mañanas.
- Apoyo económico de beca.



Job ID  
**REF54273Y**

Field of work  
**Administration and Assistance**

Location  
**Santiago de Querétaro**

Legal Entity  
**Continental Automotive  
Guadalajara México, S. de R.L. de  
C.V.**

- Modalidad Presencial.

- Resolución de problemas, orientado a calidad, pensamiento analítico, comprometido.

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.