

## HR Operation Intern

### Tvoji zadaci

---Company intern management ,includes on boarding , internship renew , wage settlement , database update and so on .

---Bank card and badge card application

---Purchasing for the HR department and control office supplies

---Support company activity and HR related event

---Distribute company letter, salary cards and so on

--- Other routine tasks

### Tvoj profil

---Bachelor's degree or above

---At least 3 days per week, for 6 months -

--Proficient use of MS Office

---Good spoken and written English

### Naša ponuda

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



ID posla  
**REF56762W**

Lokacija  
**Yang Pu Qu**

Pravno lice  
**Continental Holding China Co.,  
Ltd.**