

Team assistant Intern

Your tasks

- Organizing and supporting the daily work of the Head of Department and the allocated team from the administrative point of view.
- Responsible for organizing meetings, workshops, business partner visits, training, team buildings, and other events in order to ensure the smooth running of the events from the administrative point of view. Takes meeting minutes and ensures implementation of agreements and follow-up.
- Responsible for organizing travels and the subsequent booking of travel expenses and documents of the assigned department's staff and manager.
- Responsible for acting as contact person and maintains good relationships with various external companies on behalf of the department in order to provide good services for the department members.
- Responsible to prepare/ compose/ type complex correspondence, memoranda, reports from rough drafts, handwritten notes, or general verbal instructions. Edit changes to ensure completeness and accuracy. Reads publications, regulations, directives, takes action, or refers those that are important to manager and staff.
- Responsible for updating information related to infrastructure/ network issues, company rules, policies, and procedures and informing employees about the changes. Supports the team in tracking and facilitating compliance with regulations.
- Conducting all correspondence and taking care of the proper distribution of the information to all relevant persons.
- Responsible for preparing and submitting the necessary documents to the Finance and Purchasing department (e.g. creating Shopping Carts) to ensure that requested products (e.g. office materials, PCs, and telephones for the new employees) are purchased/ imported, shipped, paid, and distributed to the requester. Submits the invoice analysis to the Finance department.
- Responsible for organizing different requests, centralizing, tracking, send/receiving feedback regarding various reports about the personnel of the department to/from Corporate Functions (e.g. HR, Finance) in order to ensure the good flow of information.



Job ID
REF58356A

Field of work
Administration and Assistance

Location
Neveronys

Contact
Indre Rinkeviciene

Legal Entity
**Continental Autonomous
Mobility Lithuania UAB**

Your profile

- You can be a perfect match in our team if you are/have:
- Able to join internship for 6 months;
- University degree (General Administration or related areas);
- Communication skills;
- MS Office;
- Fluent in English;
- No professional experience needed.

Our offer

What we offer :

- Professional, dynamic, and multicultural work environment;
- Endless development opportunities in an international company and work with leading world-class technologies;
- Bonus based on annual performance;
- Health insurance package;
- Company discounts;
- Discounts in modern employee restaurant;
- Extra paid time off;
- Flexible working hours;
- Mobile work option or work from office operated to the highest level of comfort and sustainability;
- Public transportation from Kaunas City to Continental.
- Salary: 1074,38 Eur. (before withholding taxes).

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

About us

Do you want to join our exciting journey within a Fortune 500 company? For 150 years we've been changing the way the world moves while making it more safe, smart, sustainable, and accessible to all. We offer exceptional opportunities to develop and climb the career ladder in a multinational company. It is a rare opportunity when you can find both an agile and creative startup feel and be part of a global team in a well-established and worldwide-known corporation.