

## HR Operation Intern

### Náplň práce

- P-file Management
- 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 HR topics support

### Profil kandidáta

- Bachelor's degree or above
- 3 days per week, for 6 months
- Proficient use of MS Office
- Good spoken and written English

### Čo ponúkame

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



ID pozície  
**REF69046R**

Miesto práce  
**Yang Pu Qu**

Právnická osoba  
**Continental Holding China Co.,  
Ltd.**