

# HR Intern

## Responsabilități

- Learn about training and leadership processes.
- Learn to use online tools for training.
- Learn project management.
- Learn customer service.
- Monitor and update the training process.

## Responsibilities and Activities:

- Send invitations, organize courses from start to finish.
- Ensure all participants are registered in the tool.
- Maintain a calendar for each project phase and ensure deadlines are met.
- Manage tasks and ensure they are evaluated by the coaches.
- Create presentations on the progress achieved in each project phase.
- Detect absences from any course or lack of tasks.
- Handle reports and statistics on the progress of each stage of the Talent Management cycle.
- Manage the SCD tool for employee onboarding and offboarding, courses, reports, event invitations, etc.
- Send information, emails, invitations, etc., as part of the Onboarding preparation process for new employees.
- Prepare presentations.
- Update information in communication channels.
- Support TAE calls, track deliverables such as attendance and course lists.
- Support auditable processes such as STPS, CTPAT, and OEA.
- Monthly update of the training tool database.
- Record information in the training tool.

## Cerințe

- Academic: Active student in **Administration, Administrative**



Job ID  
**REF74918I**

ID poziție  
**Resurse Umane**

Domeniul de activitate  
**Guadalajara - Santa Anita**

Persoana de contact  
**AZAEI TERRONES**

Persoană juridică  
**Continental Automotive  
Guadalajara México, S. de R.L. de  
C.V.**

**Informatics, Human Resources or related fields.**

- **Entrepreneurial Spirit:** Build trust, Quality orientation, and Focus on the customer and/or key stakeholders.
- **Execution:** Problem-solving, Planning, and organization.
- **Drive:** Initiative, Passion, and commitment.
- **Learning:** Self-reflection, Seeking growth and development.
- **Interaction:** Effective communication, Teamwork, Building productive relationships.
- English Intermediate.
- Microsoft Office.

**Oferta noastră**

Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

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

**Despre noi**

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.