

Intern soporte Project management AN

หน้าที่ความรับผิดชอบในงานของคุณ

We are seeking a motivated Project Management Support Intern to join our dynamic team in La Tijera, Mexico. This internship offers an excellent opportunity to gain hands-on experience in project management and develop essential skills in a professional environment.

- Assist project managers in day-to-day tasks and administrative duties
- Help in creating and maintaining project documentation, including schedules, reports, and presentations
- Support the team in organizing and scheduling project meetings
- Contribute to the development and implementation of project management processes
- Assist in tracking project milestones, deadlines, and deliverables
- Help in preparing and distributing project status updates to stakeholders
- Participate in team discussions and contribute ideas for process improvements
- Learn and apply project management methodologies and best practices

โปรไฟล์ของคุณ

- **Currently pursuing a bachelor's degree in Business Administration, Project Management, Industrial or Mechatronic Engineering, or a related field.**
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word)
- Familiarity with project management software (e.g., Microsoft Project)
- Strong organizational skills and attention to detail
- Excellent communication skills, both verbal and written
- Ability to multitask and prioritize effectively
- Eager to learn and apply project management concepts
- Basic English
- Ability to work collaboratively in a team environment
- Proactive attitude and willingness to take initiative

ข้อเสนอของเรา

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.

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รหัสตำแหน่งงาน

REF76710G

สาขางาน

งานวิศวกรรมอุตสาหกรรม

ที่ตั้ง

La Tijera

ชื่อผู้ติดต่อ

Nerea Fontecha

นิติบุคคล

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

application.

เกี่ยวกับเรา

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.