

Intern soporte Project management AN

工作职责

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

职位要求

- **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

我们可以提供

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.



职位号码

REF76710G

工作职能

工业工程

所在地

La Tijera

招聘专员

Nerea Fontecha

法律实体名称

Continental Automotive

Guadalajara México, S. de R.L. de C.V.

关于我们

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.