

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

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!

关于我们

Continental's Automotive group sector is expected to be listed as independent company "AUMOVIO" in September 2025. With ~93,000



职位号码

REF76710G

工作职能

工业工程

所在地

Guadalajara - 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.

employees worldwide and annual sales of ~€20 billion, we are entering an exciting new era.

AUMOVIO stands for highly developed electronic products and modern mobility solutions. In addition to its strong market position with innovative sensor solutions, displays, and technologically leading braking and comfort systems, AUMOVIO has significant expertise in software, architecture platforms and assistance systems for the rapidly growing future market of software-defined and autonomous vehicles. Our purpose is clear: to make future mobility safe, exciting, connected, and autonomous.