

# HR Technology & Services Intern (IDA:2025-00015)

## Vaše náplň práce

### Project management support tasks

- Track project schedule, milestones, and deliverables
- Follow up with workstreams to review and update Actions Log and monitor issues resolution
- Consolidate progress status reports and provide on-going updates to project teams and key stakeholders
- Support on policy documentation, process manuals and communication materials
- Prepare and organize workshops and project meetings including presentations for stakeholders

### Systems & Technology Solutions

- Assist with minor travel system settings changes, enhancements and updates to ensure the travel platform is running smoothly
- Support implementation activities such as concept and design development, basic configuration, UAT and technical documentation
- Track system performance metrics and report any recurring issues or opportunities for optimization
- Identify opportunity areas to harmonize multiple travel tools and systems, creating efficiency and end user satisfaction
- Monitor the internal IT ticketing system and support resolution and closure of open and overdue tickets

### Operational management support task

- Provide support to travelers as well as internal and external travel partners on general requests, queries, and issues (e.g., booking process, changes, cancellations, etc.)
- Prepare and distribute regular travel news updates, including travel tips, and any relevant information to internal teams and travel partners
- Update and maintain the Travel intranet website with up-to-date content on policies, guidelines and FAQs. Ensure that information is accessible to all relevant contacts and partners
- Collaborate with internal teams and travel agency partners on operational topics, process alignments and ad hoc task

## Váš profil

- Degree in Business Administration / Information Technology / Project management / Human Resource, preferably with master's degree
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), basic website content management and Power BI knowledge is a plus



ID pracovní pozice  
**REF79008C**

Obor  
**Personalistika**

Lokalita  
**Singapore**

Právnícká osoba  
**Continental Automotive  
Singapore Pte. Ltd.**

- Familiar with project management tools, travel management platform and apps is a plus
- Good communication skills, positive learning attitude and confident in sharing ideas
- Strong analytical skills, astute and meticulous
- Multi-tasking skills, with tenacity to work with tight deadlines
- Adaptable working under a challenging and ever-changing environment

## **Co nabízíme**

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## **O nás**

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