

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

## 工作职责

### 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

## 职位要求

- 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



职位号码

**REF79008C**

工作职能

人力资源

所在地

**Singapore**

法律实体名称

**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

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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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

The Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.