

## Intern - Human Resources, Year-Round

### Your tasks

#### HOW YOU WILL MAKE AN IMPACT

- Communicate with potential hires and provide them support in recruitment related questions
- Collaborate with hiring managers to set job requirements
- Screen resumes and job applications
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates together with hiring manager
- Track hiring metrics based on set hiring process
- Assists HR with various onboarding tasks
- Participate in job fairs
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job openings
- Will be involved in multitude of office projects, and meetings for the Fairlawn, Office.

### Your profile

#### WHAT YOU BRING TO THE ROLE

- Currently enrolled in a US accredited degree program for at least another 12 months and can dedicate 12 months toward this internship
- Student of Psychology, Human Relations, Business Administration or equivalent
- Must have and maintain a minimum GPA of a 2.8 or higher
- Able to work a minimum of 20 hours per week during normal business hours (Mon - Fri)
- Proficient Microsoft Office skills (Outlook, Excel, PowerPoint, Word, Forms)
- Good interpersonal skills - must work well on a team
- Excellent communication skills
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening
- Continental is not able to pay relocation expenses for this opportunity

### Our offer

#### EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations,



Job ID  
**REF79524G**

Field of work  
**Human Resources**

Location  
**Fairlawn**

Legal Entity  
**ContiTech USA, Inc.**

including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

## About us

### THE COMPANY

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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?