

# Internship Team Assistant - TO TM

## Ihre Aufgaben

Our Team Assistant internship supports department members in the administrative tasks and projects.

Is involved in various communication and administration activities that ensures the proper functioning of the department.

Activities may be from but are not restricted to the following task list

- Support the team in all organizational activities: Team management, Asset Management and Purchasing, Financial tracking and reporting, Project tracking and reporting;
- Prepare Documents and Presentations, Reports;
- Collect, centralize, check received data;
- Organize workshops, meetings, visits, team buildings and other events;
- Working in close cooperation with managers to ensure in time and proper invoicing for the work performed by the members of the department;
- Ordering needed equipment and materials. work close with Purchasing department and Logistic;
- Support the hiring process by scheduling tests and interviews for new candidates;
- Responsible for updating organizational charts and consistency with used databases;
- Organize and keep up to date manager's calendar, schedule meetings and conference calls with internal and external collaborators.
- Work schedule: 6 h/day
- Work in close cooperation with HR department, Payroll, Facility
- Responsible for office supplies;

## Ihr Profil

### Qualifications

- Currently studying at university
- Effective communication;
- Quality oriented, attention to details;
- Promptness, very good organizing and planning skills;
- People oriented;
- Ability to multi-task;
- Advanced knowledge of English;
- Knowledge of MS Office (Word, Excel, PowerPoint);



Job ID  
**REF80593J**

Arbeitsbereich  
**Verwaltung & Assistenz**

Standort  
**Timișoara**

Rechtliche Einheit  
**Continental Automotive Romania SRL**

## Unser Angebot

What we offer:

- Integration Program in a professional, young & dynamic team;
- A mentor for your learning period;
- Competitive Salaries & Benefits;
- Recommendation Bonuses for new team members;
- Flexible working hours for your studies.

Wellbeing:

- Health & Wellness (Private Health Insurance, Life Insurance, Sport activities etc.);
- Different discounts (glasses, tires, medical, shopping);
- In-house restaurant & coffee corners.

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