

# Internship for Travel Management Center (TM)

## Vaše náplň práce

As an intern in our Travel Management department your responsibilities will be:

- Support the Travel Management team with the collection of documents from the Travelers;
- Check their correctness;
- Correct where necessary;
- Travel expense reports processing;
- Introducing costs in the dedicated travel expense tool;
- Support in the Travel Management team with the checking and analyzing the invoices from the travel suppliers.

## Váš profil

### Job Requirements:

- University studies on going (e.g. Foreign Languages/ Economics/ Human Sciences);
- Good knowledge of MS Office (Outlook, Word, Excel);
- Good command of English;
- Organized person;
- Very good communication skills.

## Co nabízíme

### What we offer:

- Integration Program in a professional, young & dynamic team;
- A mentor for your learning period;
- 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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## O nás

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



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employs around 200,000 people in 56 countries and markets.