

Internship for Travel Management Center (TM)

หน้าที่ความรับผิดชอบในงานของคุณ

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.

โปรไฟล์ของคุณ

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.

ข้อเสนอของเรา

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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เกี่ยวกับเรา

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded



รหัสตำแหน่งงาน

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สาขางาน

งานการเงิน และควบคุมงบประมาณ

ที่ตั้ง

Timișoara

นิติบุคคล

**Continental Automotive Romania
SRL**

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.