

# Intern Non - Engineering (Recruitment Team) - Sibiu Plant HR

## Your tasks

Check out your future responsibilities below:

- Support the HR team in recruitment projects
- Work with various HR databases
- Assistance in process documentation and process optimization
- Administrative support in the day-to-day business of operational personnel work

## Your profile

### Essential Skills/Qualifications:

- High affinity and enthusiasm for current HR topics
- Confident in handling of the MS Office-programs
- Fluent in English language (both written and spoken)
- Commitment, organizational skills and a high degree of independence
- Structured and detail oriented way of working in the completion of administrative activities
- Studies in the field of economics with a focus on human resources if available

## Our offer

### Compensation & Benefits:

### Work Time Flexibility

- Mobile work
- Flexible working hours

### Health & well-being

- Facilities within Aria Clinic in Sibiu and Sport classes dedicated to Continental employees
- 7Card

### Financial benefits

- System for Rewarding Improvement Ideas
- Meal vouchers

### Take advantage of being in our location

- Kindergarten on Site (partial subvention, dedicated to Continental employees' children)
- Restaurant and Coffee Corner on Site: daily discount, live cooking, international cuisine & outdoor terrace
- Regina Maria Medical Policlinic on site (benefit extended to Continental employees' families)



Job ID

**REF82125B**

Field of work

**Administration and Assistance**

Location

**Sibiu**

Legal Entity

**Continental Automotive Systems  
SRL**

## **Invest in your development**

- Learn anywhere, anytime, by any device concept, covering online and offline trainings on job specific content
- In depth induction program
- Mentoring programs

**Many other benefits to enjoy after work (in partnership with Benefits Online, > 2.000 offers, >800 partners)**

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## **About us**

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 2024, Continental generated preliminary sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

We build tomorrow`s technology. We are #peopleofcontinentalsibiu.