

Internship HR Technology Governance - Employee Experience Portal - REF82213I

Your tasks

Are you searching for an exciting internship where you can gain valuable insights into the field of HR Technology Governance? Then we have just the right opportunity for you!

Starting **as soon as possible**, we are looking for you to support our team for a period of **6 months**. We will mainly need you **on-site in our Headquarters in Hannover**. However, we understand that there may be days when you prefer to work from home. Therefore, we will find a solution that works for all of us - **remote working hours** are possible in consultation with your supervisor.

What can you expect from us:

Employee Experience Portal (EEP)

- **Project Management Support (PMO)**
Assist with progress tracking, meeting coordination, and documentation.
- **Process & Change Management**
Support the process definition of EEP-related processes and manage change requests.
- **Content & Communication Support**
Prepare presentations, decision templates, and HR communications.
- **Cross-Functional Collaboration**
Work with various teams to gather requirements and enhance portal functionality.

BPO - Employee and Knowledge Transfer

- **Knowledge Transfer & Documentation**
Support with handing over German process descriptions, procedures and documents to external outsourcing partner.

Your profile

Are you wondering if you are suitable for the HR Technology Governance internship? Here are important qualifications we are looking for:

- You are studying in the field of Human Resources, Information Technology, Business Administration, or a related field
- You have a genuine interest in **HR technology** and **employee experience concepts**
- You're familiar with **project management principles**
- You have a basic understanding of **HR processes and technologies**, along with **UX/UI design principles**.



Job ID
REF82213I

Field of work
Human Resources

Location
Hannover

Contact
Tabea Gieseler

Legal Entity
ContiTech Deutschland GmbH

In addition to these technical requirements, we are also looking for specific qualities and skills:

- Strong **communication and teamwork skills** are important to us – after all, we believe the best solutions are created together
- **Analytical thinking** and **problem-solving skills** are also an advantage and can help you solve tasks effectively
- A **detail-focused** mindset and a high level of **initiative** in your work
- **Fluency in English** (spoken and written); **German language skills** are a plus

Before submitting your application, there are a few things to keep in mind: We need your current certificate of enrolment and your current transcript of records in order to process your application.

If you do not come from the EU, please also send us your valid residence permit and work permit, including the additional sheet.

Applications from severely handicapped people are welcome.

Our offer

- **Your work with us will be fairly remunerated:** We know that your work is valuable and want to ensure that you are appropriately compensated.
- **We offer flexible working hours with hybrid working models** that allow you to occasionally work from home, because we know how important the interplay between private and professional life is.
- **You will receive qualified mentoring from our experienced professionals,** to improve your professional knowledge and practical skills.
- **Benefit from a variety of discounts and reductions** through our corporate benefits for various brands, from fashion to leisure activities or technology products.
- **As an employee, you also have the opportunity to enjoy discounted meals** in our company canteens.
- **Take part in our intern get-together and networking events** and exchange ideas with your colleagues on all kinds of topics.

[Diversity, Inclusion & Belonging](#) are important to us and make our company strong and successful. We offer equal opportunities to everyone - regardless of age, gender, nationality, cultural background, disability, religion, ideology or sexual orientation.

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

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 sales** of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.