

## Team Assistant Intern

### 工作职责

- Bachelor's degree in General Administration or any other related field.
- Able to join internship for 6-24 months.
- Communication skills.
- MS Office skills.
- Fluent in English language.

### 职位要求

- Contribute to the integration process of the new employees and foreign delegates in the department in order to smooths their integration period.
- Update information related to infrastructure/ network issues, company rules, policies, procedures and informs employees about the changes. Support the team in tracking and facilitating the compliance with regulations.
- Act as contact person and maintains good relationships with various external companies on behalf of the department in order to provide good services for the department members.

### 我们可以提供

- Internal trainings with a mentor.
- Private health insurance.
- Accident insurance (valid even outside working hours).
- A modern and clean working environment.
- Additional paid vacation days during the Christmas and New Year.
- Free gym with all necessary equipment (located on the company's premises).
- Public transportation from Kaunas to Continental.
- Employee discounts on meals in the company's modern restaurant.
- Company-provided discounts.
- Work in a professional, dynamic, multicultural team.
- Opportunities for professional development in an international company and work with world-class technologies.
- Salary 1074,38 Eur. - 1239,68 Eur. (before withholding taxes).

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

### 关于我们

State-of-the-art technologies and production of the highly developed automotive electronics in the heart of Lithuania. After starting our production in Lithuania in 2019, we are manufacturing electronic components and sensors designed to increase car comfort, safety, and autonomous driving functions for the biggest car brand names. Product



职位号码

**REF84894H**

工作职能

行政支持

所在地

**Sergeičikai I**

法律实体名称

**Continental Autonomous  
Mobility Lithuania UAB**

portfolio includes seat, light, intelligent glass control units, long range radars, automated driving control units and others. Currently, Continental location in Kaunas is one of the most modern manufacturing companies in Lithuania, operated to the highest level of comfort and sustainability. Our diversity, passion and agility make us the place of choice.