

# Intern Non-Engineering (Shipping Team) - Sibiu Plant SCM

## Your tasks

Check out your future responsibilities below:

- Archiving of documents
- Introduction of customs declarations in SAP system
- Parcel processing, creation of AWB documents
- Special logistics reports related to the delivery and parcel activity
- Responsible for maintaining our intern tools
- Issuance and tracking of any transport documents, as well as other documents accompanying the goods (processing of deliveries in the SAP program, issuance of invoices, CMR, notice of accompanying goods, specifications and customs requests)

## Your profile

### Essential Skills/Qualifications:

- Proficient in Microsoft Excel (e.g., data entry, basic formulas, charts, pivot tables)
- Good working knowledge of Microsoft PowerPoint (e.g., creating and editing presentations)
- Intermediate English (written and spoken) - able to communicate effectively in a business environment
- Available for a minimum of 6 hours per day, preferably in the first part of the day
- Currently enrolled in a Master's program (preferred) or Bachelor's degree with flexible schedule

### Desirable Skills/Qualifications:

- Strong attention to detail and organizational skills
- Willingness to learn and take initiative
- Good communication and interpersonal abilities

## Our offer

### *Compensation & Benefits*

### Work Time Flexibility

- Flexible working hours

### Health & well-being

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

### Financial benefits



Job ID  
**REF86580K**

Field of work  
**Administration and Assistance**

Location  
**Sibiu**

Legal Entity  
**Continental Automotive Systems SRL**

- Remuneration & Meal vouchers

### **Take advantage of being in our location**

- Restaurant and Coffee Corner on Site: daily discount, live cooking, international cuisine & outdoor terrace

### **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
- The possibility to complete a diploma project supported by us

**Many other benefits to enjoy after work (in partnership with Benefits Online, >2000 offers, >800 partners)**

### **Career Path:**

- Career path of choice to support Technical, Leadership or Project Management aspirations
- Personalized learning perks including digital courses
- Ground-breaking projects in Automotive and Tech

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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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

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