

Working Student - Purchasing P2P Processes & Systems - Knowledge and Project Management (m/f/d) - REF87487M

Ihre Aufgaben

For the area of Purchasing - Knowledge and Project Management at the location **Hanover**, we are looking for a working student (m/f/diverse) starting **at September 1st**. The position comes with a working time of **20 hours per week** and a duration of **6 months**.

Your Tasks will be:

- **Knowledge Base Optimization + Search Experience Enhancement.** Support the review, cleanup, and enhancement of our internal and external knowledge base to ensure clarity, relevance, and accessibility for all stakeholders, in the context of the transformation and the focus on Tires. Contribute to improving the search functionality and user experience across our knowledge and collaboration platforms.
- **Community Management Enablement.** Help structure and optimize collaboration platforms (e.g., Microsoft Teams, Connext) to foster stronger engagement and knowledge sharing within our stakeholder communities.
- **Content Creation & Communication + Training Support.** Assist in the development of engaging communication and training materials, including videos, guides, and visual assets, to support training and awareness initiatives.
- **Guidebook Maintenance.** Support the update and refinement of the NPM (Non Production Materials Purchasing) Guidebook to reflect current processes, news and the Tires setup.
- **Project Support – Purchasing Suite.** Assist in the organization and coordination of our flagship project, “Purchasing Suite” including project documentation, tracking, and stakeholder communication.
- **Process visualization.** Support process visualizations to provide clarity on the targeted standards and transparency on gaps



Job ID

REF87487M

Arbeitsbereich

Einkauf

Standort

Hanover

Ansprechpartner

Christian Stolzenburg

Rechtliche Einheit

Continental Reifen Deutschland GmbH

Ihr Profil

- Enrolled student (m/f/diverse) in Business Administration, Information Systems, Supply Chain Management, or a related field
- Strong interest in (purchasing) processes, digital tools, and knowledge management
- Familiarity with collaboration platforms (e.g., Microsoft Teams, Enterprise Social Media) and with MS Office applications
- Experience with content creation tools is a plus. Fast learning is a must.
- Basic understanding of project management methodologies (Agile, Scrum, or Waterfall) is a plus
- Analytical mindset with attention to detail and a proactive, solution-oriented approach
- Interest in or experience with AI tools (e.g., ChatGPT, Copilot, Notion)

AI) is a strong advantage

- Fluent communication skills in both English and German, in writing and speaking

Please attach your current certificate of enrollment and also your current transcripts of records. Those documents are mandatory for processing your application.

If required, please submit your valid residence permit as well as your work permit including the additional sheet.

Applications from severely handicapped people are welcome.

Unser Angebot

- A collaborative, international work environment, the team of 8 is located in 5 countries and our stakeholders are worldwide
- Exposure to state-of-the-art tools like Celonis and AI-based platforms
- Flexible working hours to accommodate your studies
- Opportunities to contribute to impactful projects and process improvements
- Freedom to try out your own ideas
- A chance to grow your skills in a real-world in a (digital) transformation context

[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.

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Über uns

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