

HR & Office Assistant - Professional Internship (m/f/d)

Vaše náplň práce

Job Description

We are looking for you, an HR & Office Assistant Intern (m/f/diverse), to join our Porto team in the area HR and Office Management. Hybrid Work is possible.

The main objective of this position is to provide support to the Managing Director and Head of HR performing various administrative and operational tasks in Porto site, related with Office management, team assistance and overall support to the members of the organization.

You will join us as an intern, and you will join a company focused in helping in your professional development, while working and having fun in a dynamic environment. If you want to start your career in the best way possible, this is the challenge for you!

Core Responsibilities:

- Responsible to organize meetings, workshops, business partner visits, trainings, team buildings and other events in order to ensure the smooth running of the events from administrative point of view.
- Supports with organizing, coordinating and controlling the business trips process in order to ensure good results for the department members and for the Finance department.
- Responsible to prepare and submit the necessary documents to the Finance and Purchasing department (e.g. creates Shopping Carts) to ensure that requested products (e.g. office materials, PCs and telephones for the new employees) are purchased/ imported, shipped, paid and distributed to the requester.
- Collects issues from the department members, inform, support the Facility management of the office space and keeps tracking in various problems related to building maintenance and security.
- Collaborate with HR - Organizes the testing and interviewing phases of the hiring process. Supports HR Responsible with administrative tasks within the onboarding and hiring process.
- Supports with the integration process of the new employees in order to smooth their integration period.

Applications from severely handicapped people are welcome.

Váš profil

Qualifications:

- University Degree (e.g. HR, Foreign Languages, Law, Psychology) or relevant professional experience.
- Excellent communication skills.
- Business fluent English skills (spoken and written).



ID pracovní pozice
REF88425Q

Lokalita
Leça do Balio

Právnícká osoba
OESL Automotive Services Lda

- Team player with willingness to work in a global team environment.
- Attention to detail, flexibility and eagerness to learn.

Sounds interesting?

Take the first step and fill in the online application, we will be happy to tell you more!

Co nabízíme

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

O nás

About the Company - OESL

Original Equipment Solutions (OESL) is emerging as a stand-alone global leader in the automotive sector, with over 17,000 employees and €2 billion in annual sales. Operating in 15 countries across 35 locations, including technology centers, OESL will build on Continental's rich legacy to deliver high-quality parts to major OEMs and commercial vehicle customers worldwide.

Why Join OESL ?

- **Greater Impact:** Take part in shaping the future of a dynamic organization, with the opportunity to bring ideas to life and reap significant professional rewards
- **Growth and Innovation:** Work in a fast-moving, environment that encourages innovation and offers opportunities for continuous growth and expanding your skill set
- **Creative Space:** Experience the entrepreneurial spirit of a start-up culture within a global organization, enjoying both the creative freedom and the responsibility needed to thrive in modern working environments
- **Tight-Knit Team:** Join a highly collaborative team where individuals have the power to shape their work, make meaningful contributions, and drive collective success