

Internship – HR & Communication & (BA IEMEA) - REF90187Q

Jūsų užduotys

Are you passionate about HR, communication, and international collaboration? As an intern in our HR IEMEA team, you'll gain hands-on experience in a global environment and contribute to meaningful projects that shape our people strategy.

Your key responsibilities will include:

- **Design impactful presentations** for regional HR leadership calls, showcasing key initiatives and updates.
- **Coordinate spotlight sessions** with international guest speakers, giving you exposure to diverse teams and cultures.
- **Capture and share meeting insights** by taking minutes and posting updates on Microsoft Teams.
- **Drive internal communication** by managing our HR Teams channel and keeping content fresh and engaging.
- **Engage with our community** by monitoring feedback and ensuring timely responses to comments and questions.
- **Support data-driven HR decisions** by analyzing employee data in our mySuccess system and assisting with follow-ups.
- **Collaborate with local HR teams** to ensure timely actions and reminders are communicated effectively.
- **Contribute to talent development initiatives**, such as organizing virtual events like the a new talent initiative for our BA IEMEA
- **Promote a performance culture** by tracking Employee Dialogue progress and supporting follow-up efforts.
- **Assist in planning and executing Leadership Calls**, helping shape internal communication across the region.



Darbo ID
REF90187Q

Darbo sritis
Žmogiškieji ištekliai

Vieta
Hannover

Kontaktinis asmuo
Tabea Gieseler

Juridinis asmuo
ContiTech Antriebssysteme GmbH

Reikalavimai

Are you wondering if you are suitable for the position as an intern in the department of HR communication? Here are important qualifications we are looking for:

- You are currently enrolled in a Bachelor's or Master's program in Human Resources, Business Administration, Psychology, Communications, or a related field
- **You are** proficient in Microsoft Office tools, especially PowerPoint, Excel, and Teams
- **You are** familiar with basic HR processes and interested in topics like talent development, performance management, and internal communication.
- **You are** experienced with digital collaboration tools (e.g., SharePoint, Microsoft Teams, mySuccess) this is a plus
- **You are** comfortable working in virtual, international environments and collaborating across cultures.
- **You are** fluent in German and English, with excellent communication skills in both written and spoken form.

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

- **You are** detail-oriented and organized, with the ability to manage multiple tasks and deadlines.
- **You are** analytical, with the ability to interpret data and draw meaningful conclusions.
- **You are** proactive and self-motivated, with a willingness to learn and contribute to team success.
- **You are** creative and hands-on, especially when supporting virtual events and communication initiatives.

Applications from severely handicapped people are welcome.

Mes siŭlome

- **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.

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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.