

## Internship IT Communication (4h) - Tires

### 工作职责

As an Intern in the Workplace Client Services team, you will support the global M365 and Copilot adoption initiatives. Your role will focus on creating user engagement, supporting change management activities, contributing to technical enablement efforts and preparing communication materials. You will work closely with internal stakeholders to help shape the future of digital collaboration and productivity across the organization.

### Key Responsibilities:

- Support the planning and execution of M365 and Copilot internal campaigns, including communication, training, and feedback collection.
- Assist in creating communication materials such as guides, FAQs, and internal presentations.
- Demonstrate a proactive approach to learning and utilizing SharePoint Communication sites and other internal communication tools to ensure effective information sharing across teams.
- Collaborate with technical teams to understand Copilot and prepare practical-cases for users.
- Help monitor metrics and prepare reports.
- Participate in workshops and interviews to identify problem-areas and improvement opportunities.
- Stay up to date with Microsoft 365 innovations and Copilot to support continuous improvement.

### 职位要求

- Currently enrolled in a Bachelor's or Master's program in Communication, Marketing, PR or a related field.
- Strong interest in technology and IT workplace solutions (Office 365).
- Experience with PowerPoint and Excel; basic understanding of Microsoft 365 services (Teams, SharePoint, Outlook, etc.) and AI-based productivity tools is a plus.
- Good communication skills and quality orientation.
- Good communication skills in English - min. B2; German is a plus.
- Willingness to learn technical concepts.
- Ability to work independently as well as in a team.

### 我们可以提供

- 13th salary;
- Performance bonus;
- Christmas & Easter bonus;
- Seniority bonus;
- Flexible working time;
- Home office;



职位号码

**REF91487Z**

工作职能

传播

所在地

**Timișoara**

法律实体名称

**S.C. Continental Automotive  
Products S.R.L.**

- Competitive salaries & benefits;
- Health & wellness (Life Assurance, Private Health and Dental Insurance, Sport activities, Canteen, 24/7 Helpline with Psychologists etc.);
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