

[Internship] - IT Project Analyst

담당 업무

We are seeking a proactive and motivated intern to join our team as an IT Project Analyst. This role involves supporting the planning, execution, and monitoring of IT projects. You will gain hands-on experience in project coordination, business analysis, testing, and cross-functional collaboration with team members across multiple countries.

Responsibilities:

1. Project Coordination

- Assist in organizing and facilitating project management activities, including scrum ceremonies such as sprint planning, daily stand-ups, retrospectives, and reviews.
- Coordinate with team members to track sprint progress and maintain scrum boards (physical or digital).

2. Business Analysis

- Collaborate with stakeholders to gather, document, and analyze business requirements.
- Create and maintain user stories, process flows, and other documentation.

3. Testing & Quality Assurance

- Support and conduct functional testing of web and mobile applications.
- Report and track bugs, ensuring quality standards and requirements of project deliverables are met.

4. Documentation

- Prepare and update project documentation, meeting minutes, and reports.
- Document requirements, workflows, and testing scenarios.

5. Support & Collaboration

- Provide support and work closely with cross-functional teams, including developers, designers, and QA testers, across multiple locations.
- Facilitate communication and coordination between team members.



직무-아이디
REF918510

지사
Petaling Jaya

법률 고지
**Continental Tyre PJ Malaysia
Sdn. Bhd.**

지원자 프로필

- Currently pursuing a degree in Computer Science, Information Technology, Business, or a related field.
- Basic understanding of project management principles or Agile/Scrum methodologies is a plus.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills in English.

- Basic knowledge of B2B e-commerce or mobile/web applications is preferred.
- Detail-oriented and highly organized, with the ability to manage multiple tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and collaboration tools like JIRA, Confluence, or similar.
- Team player with the ability to work in a multicultural environment.

채우 조건

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기업 소개

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.