

# Tyre product certification assistant intern

## 工作职责

我们正在寻找一位注重文字书面细节且具备基本分析能力的轮胎产品认证助理实习生加入中国上海团队。在此职位上，您将承担关键职责，确保我们的轮胎产品认证申请材料符合所有必要的认证规则要求。

## 主要工作包括：

- 协助准备并提交轮胎主要市场的认证文件
- 协调内部团队与外部认证机构以推进认证流程
- 准确记录所有认证活动及截止日期
- 编制并向管理层汇报认证进展报告
- 更新轮胎技术规格资料

## 主要工作时间：

2026年1月19日至6月30日

We are looking for a tire product certification assistant intern with a focus on written details and basic analytical skills to join the team in Shanghai, China. In this role, you will have the key responsibility of ensuring that our tire product certification application documents meet all necessary certification rule requirements.

## Key responsibilities include:

- Assisting in the preparation and submission of certification documents for major tire markets
- Coordinating internal teams with external certification bodies to advance the certification process
- Accurately documenting all certification activities and deadlines
- Prepare and report to management on certification progress
- Update tire technical specifications

## Main working hours:

January 19 to June 30, 2026

## 职位要求



职位号码

REF93008W

所在地

Shanghai

法律实体名称

Continental Tires Co., Ltd.

- 工程学、材料科学、汽车及零部件专业或相关领域学士在读者优先
- 擅长数据分析与报告撰写
- 具备出色的细节关注度与组织能力
- 精通Microsoft Office套件 (Excel、Word、PowerPoint)
- 优秀的书面及口头沟通能力
- 能高效适应快节奏工作环境
- 掌握中国CET英语4级及以上
- 2026年中国春节假期前后能够在上海本地出勤者优先

- Bachelor's degree in engineering, materials science, automotive and parts majors or related fields is preferred
- Good at data analysis and report writing
- Excellent attention to detail and organizational skills
- Proficient in Microsoft Office suite (Excel, Word, PowerPoint),
- Excellent written and oral communication skills
- Able to efficiently adapt to the fast-paced working environment,
- Master Chinese CET English level 4 or above
- Be able to attend local work in Shanghai before and after the Chinese New Year holiday in 2026 is preferred

我们可以提供

您愿意与我们共同驾驭未来吗？即刻填写在线申请吧！

## 关于我们

大陆马牌轮胎（中国）有限公司成立于2009年，是德国大陆集团在中国设立的子公司。公司总部位于安徽省合肥市，建有合肥工厂、研发测试中心和亚太地区培训中心，生产包括自修补轮胎、静音轮胎在内的中高端乘用车轮胎产品。2024年合肥工厂完成四期扩建，旗下品牌涵盖“德国马牌”、“将军”、“北欧维京”及“熊牌”。

## 公司背景与历史

- 起源与母公司：德国大陆集团 (Continental AG) 成立于1871年，总部在德国汉诺威，是全球五大汽车零部件供应商之一，马牌是其知名轮胎品牌。
- 中国发展：大陆马牌（中国）有限公司是其在华子公司，2007年开始在合肥建厂，不断扩大投资，拥有本地化的研发、生产和培训能力。

Continental Tire (China) Co., Ltd. was established in 2009 and is a subsidiary of Continental in China. Headquartered in Hefei, Anhui Province, the company has a Hefei factory, R&D and testing center and an Asia-Pacific training center to produce mid-to-high-end passenger car tire products including self-repairing tires and silent tires. In 2024, the Hefei plant will complete four phases of expansion, with brands covering "Continental", "General", "Nordic Viking" and "Bear".

## Company background and history

Origin and parent company: Founded in 1871 and headquartered in Hannover, Germany, Continental AG is one of the world's top five auto parts suppliers, and Continental is its well-known tire brand.

China development: Continental (China) Co., Ltd., its subsidiary in China, began to build a factory in Hefei in 2007, and has continuously expanded investment and has localized R&D, production and training capabilities.