

HR Internship – Recruiting & Administration - CTBC

Your tasks

As an **HR Intern – Recruiting & Administration**, you will gain hands-on experience across **Talent Acquisition and HR Administration** activities within a **Global Business Services (GBS)** environment. You will work closely with HR colleagues and internal stakeholders, learning standard HR processes while supporting daily operational activities.

Main Responsibilities

Recruiting / Talent Acquisition Support

- Support the Talent Acquisition team in daily recruitment activities and coordination tasks;
- Assist in scheduling interviews and communicating with candidates and hiring managers;
- Participate in recruitment interviews for selected roles, under guidance and according to defined processes;
- Support candidate communication throughout the recruitment process (e.g. interview invitations, follow-ups);
- Maintain and update candidate-related information in HR systems and databases;
- Assist in preparing basic recruitment reports and presentations;
- Support employer branding initiatives, such as career days, university events, and internal activities.

HR Administration Support

- Support the HR Administration team with daily administrative and operational activities;
- Assist in maintaining HR-related data in systems and databases, ensuring accuracy and completeness under supervision;
- Support data entry activities in the time and attendance system;
- Assist with the preparation of standard HR administrative and month-end reports;
- Support simple administrative projects and tasks within HR Operations;
- Collaborate with team members to ensure smooth execution of HR Administration activities.

Learning & Continuous Improvement

- Learn and apply standard HR Recruiting and HR Administration processes within a GBS organization;
- Gain exposure to HR systems, tools, and ways of working;
- Contribute with support and ideas to continuous improvement initiatives within HR activities.

Your profile



Job ID

REF93767U

Field of work

Human Resources

Location

Timișoara

Legal Entity

**ContiTech Thermopol Romania
S.R.L.**

- Bachelor studies in progress (preferably in Human Resources, Economics, Psychology, Administration, or related fields);
- Availability for a full-time working schedule (8 hours/day);
- Basic to good knowledge of Microsoft Office 365 applications;
- Good English skills (spoken and written);
- Good communication skills and a structured, organized working style;
- Motivation to learn and develop in an HR and corporate environment.

Our offer

What we offer:

- **The 13-th salary** - Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Private Health Insurance** - Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** - Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits** - It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** - We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens, etc;
- **System for Rewarding Improvement Ideas** - We have an internal improvement program (Continental Idea Management) that gives you the opportunity to come up with ideas and to be honored with an attractive bonus (this is established by the CIM team according to your improvement idea);
- **Happy days** - If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case by-case basis);
- **Extra vacation days** - You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and. We reward employees who reach 15 and 20 years within the company with another day of vacation, reaching a maximum of 29 days.
- **Transport from the Timisoara area** - You can choose to come with the bus provided by the company if you'll work from the plant location/office;
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or what you are. We have colleagues from different nations and a variety of languages are spoken in our company.

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

About us

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 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.