

# HR Project & Process Support Intern - CTBC

## 工作职责

### Project Management Support (PMO)

- Help organize meetings (agendas, minutes, follow-up actions)
- Support project planning and progress tracking
- Update project documents and trackers

### Process & Change Management

- Help document HR processes for our internal portal dedicated to employees
- Support with change requests by gathering information and updating documentation
- Assist in updating workflows and process maps

### Content & Communication Support

- Create simple presentations and templates
- Draft short messages or updates for HR
- Prepare clear and easy-to-follow documentation

### Cross-Functional Collaboration

- Work with HR, IT, and other teams to collect requirements
- Support activities to improve our internal portal dedicated to employees
- Help coordinate feedback and follow-up actions

## 职位要求

- You are currently studying at a university (any relevant field)
- Good Microsoft Office skills (especially PowerPoint and Excel)
- Good English communication skills
- Organized, motivated, and willing to learn
- Comfortable working in an international environment

## 我们可以提供

### 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



职位号码

**REF94407U**

工作职能

人力资源

所在地

泰梅什堡

法律实体名称

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

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.

## 关于我们

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.