

# Intern - Recruiting Coordinator, Year-Round

## Tvoji zadaci

### HOW YOU WILL MAKE AN IMPACT

**\*\*This internship will be 12 months long and must sit onsite 3 days week. \*\***

Join a team where your work directly shapes the experience of every candidate who walks through our doors. As a Talent Acquisition Coordinator at Continental, you'll be the operational heartbeat of our recruiting function—ensuring a seamless, welcoming, and high quality journey for candidates and hiring teams alike.

- Own the interview process from start to finish—schedule high volume interviews, coordinate complex panels across different time zones, and keep everything moving.
- Deliver a top tier, 5 star candidate experience every single time.
- Build strong relationships with candidates, hiring managers, TA Specialists, and leadership.
- Be the central hub of our TA operations—guiding candidates through every step of the Continental hiring journey.
- Pivot fast, think ahead, and stay calm under pressure.
- Act as a Continental Brand Ambassador and bring fresh ideas to elevate our recruiting operations.
- Travel to career fairs and represent Continental with confidence and energy.
- Help arrange candidate travel and handle all logistics with precision.
- Support sourcing and vetting to help build strong talent pipelines.
- Manage background checks and drug screenings, including launching and tracking results.
- Keep HR files organized and ensure compliance with record retention standards.
- Manage pre hire onboarding tasks to set new hires up for success.
- Partner with TA and leadership to resolve scheduling conflicts quickly.
- Maintain clean, accurate data in our Applicant Tracking System (ATS).
- Jump into additional TA projects like career fairs, branding activities, and assessment centers.



ID posla  
**REF94539A**

Sektor  
**Ljudski resursi**

Lokacija  
**Fort Mill**

Pravno lice  
**Continental Tire the Americas, LLC**

## Tvoj profil

### WHAT YOU BRING TO THE ROLE

- Currently enrolled in an accredited U.S. bachelor's program in Human Resources, Organizational Development, Communications, Business, Marketing, or a related field
- Minimum GPA of 2.8 or higher
- Able to commit to a 12 month internship and work at least 20 hours per week during standard business hours (Mon-Fri)
- Confident using Microsoft Office—especially Excel, PowerPoint, and Outlook

- A proactive, “jump in and help” mindset with a strong sense of ownership
- Detail driven, organized, and eager to learn new skills
- Strong written and verbal communication abilities
- Comfortable managing multiple tasks at once with exceptional attention to detail
- Able to handle sensitive information with professionalism and confidentiality
- Relocation assistance is not available for this role

### **ADDITIONAL WAYS TO STAND OUT**

- Junior/ Senior class standing or higher
- Previous Recruiting or HR internship experience
- Intermediate or advanced knowledge of Microsoft Office
- Prior Customer Service experience

### **Naša ponuda**

#### **THE PERKS**

- Competitive Intern Pay
- Hands on experience with the team
- Project Experience
- Intern Socials/Mixers
- Mentorship Opportunities
- Company Lunch and Learns
- Networking
- And more benefits that come with working for a global industry leader!

All your information will be kept confidential according to EEO guidelines.

#### **EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other

purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

## **O nama**

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.