

IT Intern - Process Automation & Digital Solutions (Junior) I

工作职责

Position Summary:

The IT Intern - Process Automation & Digital Solutions supports automation, digitalization, and workflow improvement initiatives across the plant. This role contributes to identifying manual processes, developing simple automation solutions, creating small applications or digital tools using corporate platforms, documenting procedures, and supporting ongoing digital solutions.

Key Responsibilities:

Automation & Digitalization

- Assist in developing basic automations, scripts, and digital workflows using corporate tools (e.g., Power Automate, UiPath, SharePoint, Power Apps, or others as applicable).
- Support the creation of small applications, dashboards, or digital tools to replace manual processes.
- Participate in process mapping, identifying bottlenecks or improvement opportunities within operations.

Operations & Support

- Support developing, testing, debugging, and documenting automation or digital solutions.
- Participate in monitoring and basic maintenance of existing automations or workflows.
- Assist IT teams with daily operational tasks and digitalization initiatives.

Documentation & Reporting

- Document process steps, workflows, and system changes in a clear and structured manner.
- Maintain updated reports, trackers, and documentation for automation projects.
- Follow IT standards, corporate guidelines, and security rules.

职位要求

Required Qualifications:

- Active student in Computer Science, Information Technology, Systems Engineering, or related field.
- Interest in automation, digitalization, or application development.
- Basic understanding of programming logic (coding required).
- Familiarity with Microsoft Office (Excel, Word, PowerPoint).
- English: reading and writing; conversational level a plus.
- Availability as an active student for at least one year.



职位号码

REF95965C

工作职能
信息技术

所在地

San Luis Potosí - Tires

法律实体名称

Continental Tire de México, S. de R.L. de C.V.

Skills required for the activities:

Ability to analyze processes and identify improvement opportunities; strong attention to detail for accurate automation and documentation; critical thinking to evaluate issues and propose practical solutions; clear and professional communication; organization and time management skills; proactivity and willingness to learn new tools and methodologies; teamwork and adaptability to shifting priorities.

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Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.
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