

## HR Recruiting Intern

### 工作职责

- Assist in sourcing/screening resumes and conducting initial phone screenings of potential candidates.
- Support the coordination of interviews and assessments, including scheduling and communicating with candidates.
- Assist in writing and posting job descriptions on various job boards and social media platforms.
- Conduct research on recruitment/trends and best practices to optimize our hiring processes.
- Collaborate with the team to improve recruitment strategies and enhance the candidate experience.
- Participate in recruitment events, career fairs, and other networking opportunities to promote our employer brand.
- Assist in creating and maintaining internship programs and initiatives to attract and retain talent.
- Assist and support all strategic events to help retain employees and improve the organizational environment.

### 职位要求

- Currently pursuing a degree in Human Resources, Psychology, Business Administration, or a related field.
- Minimum GPA 2.8 or higher.
- Must be able to work a minimum of 20 hours per week during normal business (Mon-Fri).
- Able to commute to our Fairlawn HQ 3 days/week.
- Strong written and verbal communication skills.
- Detail-oriented with excellent organizational skills.
- Ability to multitask and prioritize tasks effectively.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proactive and self-motivated with a willingness to learn and take on new challenges.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Flexibility and adaptability to work in a fast-paced environment.
- Strong interpersonal skills.

### 我们可以提供

All your information

- Smart Recruiters, SAP experience.
- Recruiting and Social Media Marketing.
- Event planning and Management.

will be kept confidential according to EEO guidelines.

### EEO-Statement:



职位号码

**REF96153S**

工作职能

人力资源

所在地

费尔劳恩

工作场所灵活度

混合式办公

法律实体名称

**Veyance Ind. Services, Inc.**

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.

关于我们

## **THE COMPANY**

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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?