

Intern for NPM Team

あなたの仕事内容

1. Maintain purchasing view in ordering system, E-catalogue maintain & update & reporting
2. Easy RFQ, Contract data upload and contract document management
3. Other documentation: price analysis, reporting, data analysis, etc based on buyers' requirement
4. Document express scan or copy, delivery document to
5. Department meeting/ event/workshop support
6. Supplier database management

あなたのプロフィール

- University studying, attend at least 3 days a week for 6 months.
- Fluent oral and written English skill and adapt to English working environment
- Proficient in Microsoft office software
- Self-learning, Careful & Patient, Comprehension, Communication and Initiative

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- Good training, management, teamwork, open communication & feedback
- 15/h for undergraduate, 20/h for postgraduate (before tax)
- Free coffee, tea and snacks
- International working environment & global network

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会社概要

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. Continental currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.



ジョブID
REF96374S

勤務地
Yang Pu Qu

法的事項
Continental Tires Co., Ltd.