

Intern for NPM Team

工作职责

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

职位要求

- 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

我们可以提供

- 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

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



职位号码

REF96374S

所在地

Yang Pu Qu

法律实体名称

Continental Tires Co., Ltd.