

Working Student - Human Relations ContiTech (m/f/diverse) - REF96438E

工作职责

Are you looking for an exciting working student (m/f/diverse) position where you can directly apply the knowledge you've gained during your studies?

We are currently looking for you to join our team in the field of Human Relations at our Hanover-Vahrenwald location **as soon as possible**. Ideally, you are available for approximately 20 hours per week for a period of around 12 months. The position is based **on-site** at our plant in Vahrenwald.

What tasks can you expect when working with us?

- Design impactful presentations for regional HR leadership calls, showcasing key initiatives and updates
- Capture and share meeting insights by taking minutes and posting updates on Microsoft Teams
- Drive internal communication by managing our HR Teams channel and keeping content fresh and engaging
- Engage with our community by monitoring feedback and ensuring timely responses to comments and questions
- Support data-driven HR decisions by analyzing employee data in our mySuccess system and assisting with follow-ups
- Collaborate with local HR teams to ensure timely actions and reminders are communicated effectively
- Assist in planning and executing Leadership Calls, helping shape internal communication across the region

职位要求

Are you wondering whether you're a good fit for a working student (m/f/diverse) position in the field of Human Relations? Here are some key qualifications we are looking for:

- You are currently enrolled in a **Bachelor's or Master's program** in Human Resources, Business Administration, Psychology, Communications, or a related field
- Strong communication skills in **English and German** (written and verbal); additional language skills are a plus
- Proficient in **Microsoft Office tools**, especially PowerPoint, Excel, and Teams

In addition to these professional requirements, we are also looking for certain personal qualities and skills:



职位号码

REF96438E

工作职能
人力资源

所在地
汉诺威

工作场所灵活度
现场办公

招聘专员
Melis GÜNGÖR

法律实体名称
ContiTech Antriebssysteme GmbH

- Comfortable working in virtual, international environments and collaborating across cultures
- Detail-oriented and organized, with the ability to manage multiple tasks and deadlines
- Basic understanding of HR processes and interest in topics like talent development, performance management, and internal communication
- Analytical mindset, with the ability to interpret data and draw meaningful conclusions
- Proactive and self-motivated, with a willingness to learn and contribute to team success
- Experience with digital collaboration tools (e.g., SharePoint, Microsoft Teams, mySuccess) is an advantage
- Creative thinking and a hands-on attitude, especially when supporting virtual events and communication initiatives

Before submitting your application, there are a few things to keep in mind: We require your **current enrollment certificate** and your latest **transcript of records** in order to process your application.

If you are not from the EU, please also send us your **valid residence permit** as well as your work permit including the supplementary sheet

Applications from severely handicapped people are welcome.

我们可以提供

- Your work with us is **fairly compensated**: we recognize the value of your contribution and ensure that you are appropriately remunerated
- You will receive qualified support from our **experienced professionals** to further develop your theoretical knowledge and practical skills
- Benefit from a wide range of discounts and special offers through our **corporate benefits** program, covering various brands from fashion to leisure activities and technology products
- Our location is centrally situated near Hannover Central Station and offers a **company-owned parking garage** for free use
- As an intern, you will also have the opportunity to enjoy discounted meals in our **in-house cafeterias**

[Diversity, Inclusion & Belonging](#) are important to us and make our company strong and successful. We offer equal opportunities to everyone - regardless of age, gender, nationality, cultural background, disability, religion, ideology or sexual orientation.

#Jobdrehscheibe

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

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

关于我们

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 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 39,000 employees in more than 40 countries and sales of some 6.4 billion euros (2024), the global industrial partner is active with core branches in Asia, Europe and North and South America.