

# Customer Support Intern

## Your tasks

As a Customer Support Intern, you will be responsible for:

- Coordinating with Production to establish accurate lead times.
- Answering customer phone calls.
- Partnering with the Customer Service team to ensure accurate information is relayed to customers.
- Serving as a back-up by entering customer orders into ERP system within 24 hours from when the order comes in.
- Sending order confirmations to customers.
- Assisting with internal sales calls.
- Other duties as assigned.

## Your profile

### BASIC QUALIFICATIONS

- Highschool Diploma or Equivalent (GED).
- Must be actively enrolled at an accredited college or university.
- Experience with Microsoft Office (Word, Excel, Outlook)
- Ability to communicate effectively through oral and written communications.
- Ability to work with others collaboratively.
- Strong organizational skills.

### PREFERRED QUALIFICATIONS

- Minimum of 1 year of customer service experience, preferably in a Manufacturing environment.

## Our offer

All your information will be kept confidential according to EEO guidelines

### EEO-Statement:

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



Job ID  
**REF96685A**

Field of work  
**Marketing and Sales**

Location  
**Valparaiso**

Legal Entity  
**ContiTech USA, Inc.**

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.

## **About us**

[About us](#)

### **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?