

Internship Team Assistant - Manufacturing TM

หน้าที่ความรับผิดชอบในงานของคุณ

If you are still a student, you can find the opportunity to develop yourself in a professional environment in our Electronics Manufacturing Plant!

A Team Assistant internship gives you hands-on experience in corporate administration, cross-department coordination, and office operations.

Key Internship Responsibilities:

- **Administrative Support:** Assisting department leads with scheduling, preparing reports, and managing documentation;
- **Communication:** Serving as the primary contact point for internal teams and external stakeholders;
- **Event Coordination:** Helping organize meetings, corporate events, and travel arrangements;
- **Data Management:** Updating databases, handling correspondence, and tracking key performance indicators (KPIs);
- **Offering support for TA team members.**

A mentor will support you to stepwise take over own responsibility after an initial training phase which will familiarize you with our products, tools, processes and organization.

โปรไฟล์ของคุณ

Core qualifications and expectations for this type of role generally include:

- **Education:** Enrollment in a Bachelor's or Master's program;
- **Technical Skills:** Proficiency in office software like Microsoft Word, Excel, and PowerPoint;
- **Soft Skills:** Excellent verbal and written communication (English), strong time-management skills, and a proactive, problem-solving mindset.

ข้อเสนอของเรา

Ești pregătit să faci următorul pas în carieră? Nu oricine poate construi viitorul mobilității. Tu poți! **Alătură-te AUMOVIO. Own What's Next.**

เกี่ยวกับเรา

AUMOVIO continuă activitatea fostului sector Automotive al grupului Continental ca o companie independentă, odată cu desprinderea oficială planificată pentru septembrie 2025. Compania de tehnologie și sisteme electronice oferă un portofoliu extins care face mobilitatea



รหัสตำแหน่งงาน

REF10204G

สาขางาน

งานธุรการและการให้ความช่วยเหลือ

ลือ

ที่ตั้ง

Timișoara

นิติบุคคล

**AUMOVIO TECHNOLOGIES
ROMANIA S.R.L.**

sigură, captivantă, conectată și autonomă. Acesta include soluții de senzori, soluții de afișaj, sisteme de frânare și confort, precum și expertiză cuprinzătoare în software, platforme de arhitectură și sisteme de asistență pentru vehicule definite prin software. În anul fiscal 2024, ariile de afaceri care aparțin acum AUMOVIO au generat vânzări de 19,6 miliarde de euro. Compania are sediul central în Frankfurt, Germania și aproximativ 87.000 de angajați în peste 100 de locații din întreaga lume.