

Human Relations Intern [IDA: 00060]

工作职责

What You Will Gain

- Hands-on experience across various HR functions, including talent acquisition and employee engagement.
- Exposure to stakeholder management and cross-functional collaboration.
- Opportunity to develop event planning, communication, and project coordination skills.
- Practical insight into the day-to-day operations of a corporate Human Resources team.

Key Responsibilities

- Screen resumes and application forms to identify suitable candidates for internship opportunities across the organization.
- Coordinate and schedule interviews with shortlisted candidates and prepare, issue, and manage internship offer letters.
- Liaise closely with hiring managers and business stakeholders to understand recruitment needs and manage expectations throughout the hiring process.
- Plan and coordinate intern engagement initiatives, including events such as Internship Engagement Day and other developmental activities.
- Serve as the primary point of contact for interns, fostering engagement and a positive internship experience through initiatives such as networking lunches and team activities.
- Provide support for various Human Resources functions and projects
- Maintain accurate HR records and assist with filing, documentation, and other administrative tasks as required.

职位要求

- Currently pursuing a Bachelor's Degree in Human Resource Management, Business, Psychology, or a related discipline.
- Strong written and verbal communication skills in English.
- Keen interest in recruitment, human resources and employee engagement
- Strong organizational and interpersonal skills with the ability to manage multiple tasks effectively.
- Proactive, enthusiastic, and willing to learn in a fast-paced environment.
- Open-minded, adaptable, and receptive to new ideas and ways of working.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) is an advantage.



职位号码

REF11888J

工作职能

人力资源

所在地

Singapore

法律实体名称

AUMOVIO Singapore Pte. Ltd.

我们可以提供

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

关于我们

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.