

Internship - Global Travel and Project Management - REF4314U

工作职责

For the Global Travel and Project Management department, we are looking for an intern (m/f/diverse) starting in November 2025 at our Hannover location, for a minimum duration of three months.

Your tasks in detail:

- Project management support tasks
 - Track project schedule, milestones, and deliverables
 - Follow up with workstreams to review and update Actions Log and monitor issues resolution
 - Consolidate progress status reports and provide on-going updates to project teams and key stakeholders
 - Support on policy documentation, process manuals and communication materials
- Systems & Technology Solutions
 - Monitor the internal IT ticketing system and support troubleshooting, resolution and closure of open and overdue tickets
 - Assist with minor travel system settings changes, enhancements and updates to ensure the travel platform is running smoothly
 - Support implementation activities such as concept and design development, basic configuration, UAT and technical documentation
 - Track system performance metrics and report any recurring issues or opportunities for optimization
 - Identify opportunity areas to harmonize multiple travel tools and systems, creating efficiency and end user satisfaction
- Operational management support task
 - Provide support to travelers as well as internal and external travel partners on general requests, queries, and issues (e.g., booking process, changes, cancellations, etc.)
 - Prepare and distribute regular travel news updates, including travel tips, and any relevant information to internal teams and travel partners
 - Update and maintain the Travel intranet website with up-to-date content on policies, guidelines and FAQs. Ensure that information is accessible to all relevant contacts and partners
 - Collaborate with internal teams and travel agency partners on operational topics, process alignments and ad hoc task



职位号码
REF4314U

工作职能
项目管理

所在地
Hannover

招聘专员
Tudor Turcu

法律实体名称
AUMOVIO Germany GmbH

职位要求

Are you wondering whether you're a good fit for the internship in Global Travel and Project Management?

Here are the key qualifications we're looking for:

- You are currently studying Computer Science, Business Administration, or a comparable field, providing you with a solid foundation for our area of work.
- You are familiar with MS Office and have very good skills in the common programs.
- Fluent German and good English skills, both written and spoken, are absolutely essential.

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

- You are highly motivated, show a lot of initiative, and have a quick grasp of new topics. You're enthusiastic about a wide range of subjects.
- Creativity and flexibility come naturally to you and help you find unconventional solutions.
- You work independently, in a goal-oriented and structured manner, and know how to stay organized and effective.
- Strong communication and teamwork skills are especially important to us – after all, we always work together to find solutions.

Before submitting your application, please make sure to include the following documents:

- Your current certificate of enrollment
- Your latest transcript of records
- Confirmation from your university that the internship is a mandatory part of your studies

If you are not from the EU, please also provide:

- A valid residence permit
- A work permit, including the supplementary sheet

Applications from people with severe disabilities are welcome.

我们可以提供

If you find yourself in our position and would like to work with us on exciting projects, then apply now and become part of our team!

Diversity, inclusion and belonging are important to us and make us strong and successful as a company. We offer equal opportunities for everyone – regardless of age, gender, nationality, cultural background, disability, religion, ideology or sexual orientation.

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

At AUMOVIO, we own what we do: Developing and producing hardware, software, and services that shape the future of mobility. But what truly

sets us apart are our people. People who thrive in our winning culture, driven by bold ideas. People who take a leap and create meaningful difference—together. Because we believe that the future belongs to those who own it. That's why we foster a culture where you own every step of the way.

Own your career, your growth, your skills, and your impact. Join us and own what's next.