

Estágio Administrativo

หน้าที่ความรับผิดชอบในงานของคุณ

- Suporte em criação de carrinhos de compras
- Suporte em elaboração de relatórios de despesas, pré-edição de faturas no SAP, controle e envio de NFs para o Financeiro
- Apoio na organização para recebimento de visitantes (reserva de salas, coffees, crachás, liberação na portaria, etc)
- Suporte nas viagens nacionais e internacionais do time
- Suporte em atividades administrativas gerais

โปรไฟล์ของคุณ

- Cursando Secretariado ou Administração
- Inglês básico
- Conhecimentos do Pacote Office

ข้อเสนอของเรา

Pronto para levar sua carreira para o próximo nível? O futuro da mobilidade não é um trabalho qualquer. Faça dele o seu! **Junte-se à AUMOVIO. Own What's Next.**

เกี่ยวกับเรา

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.



รหัสตำแหน่งงาน

REF5407K

สาขางาน

งานธุรการและการให้ความช่วยเหลือ

ที่ตั้ง

Guarulhos

นิติบุคคล

Continental Brasil Indústria Automotiva Ltda.