

Internship for HR Administration (Part-time 6h - Iasi)

Jūsų užduotys

Do you want to work as an Internship for the HR Administration team?
These should spark your interest:

- Support the HR Administration team with daily operational tasks;
- Assist in preparing and maintaining employee documentation and records;
- Help with data entry and updating HR systems and databases;
- Provide administrative support for HR processes;
- Prepare reports and presentations using Microsoft Office tools;
- This is an **onsite**, part-time position with a 6-hour daily schedule

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

Reikalavimai

You can be a perfect match to our team if you have:

- Currently enrolled in university studies, preferably in one of the following fields: Philosophy and Social Political Sciences, Business Administration, Management, Office Administration, or a related field;
- Intermediate English proficiency (spoken and written);
- A proactive and positive attitude;
- Good knowledge in Microsoft Office (Word, Excel, PowerPoint);
- Ability to work independently and as part of a team;
- We're looking for an open-minded, energetic, and proactive team player ready to make an impact;
- Attention to detail and willingness to learn.

Mes siūlome

What we offer:

- Annual bonus;
- Meal tickets - With a value of 35 Ron;
- Flexible working time;
- Referral bonuses - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- Private Health Insurance - Health is the most important, so we offer you private medical insurance which offers a wide range of medical services;
- Discounts at our partners - We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants;
- System for Rewarding Improvement Ideas - We have an internal improvement program (Idea Management) that gives you the opportunity to come with ideas and to be honored with an attractive



Darbo ID
REF6151B

Darbo sritis
Žmogiškieji ištekliai

Vieta
Iași

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

bonus (this is established by the CIM team according to your improvement idea);

- Happy days - If you or your child is getting married, or you become a parent, you receive some extra free days;
- Life events celebration - If your family is growing, we praise your newborn with a bonus;
- Unfortunate events - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case-by-case basis);
- Expect to start your days of annual vacation days from a minimum of 22 days with extending the period proportional to the length of work within AUMOVIO;
- Sabbatical year - Take up to one year off and come back on the same position, according to our internal policies;
- Professional development - Many opportunities to develop yourself within the company;
- Diversity and multicultural mindset - We encourage you to join us no matter who, where, what you are. We have colleagues from different nations and a variety of languages are spoken in our company;
- In-house restaurant & coffee corner.

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.**

Apie mus

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.