

# Human Resource Intern (Compensation & Benefits, Global Mobility) [IDA:00012]

## 工作职责

### About the Role

We are looking for an HR Intern to join our Compensation & Benefits (C&B), Global Mobility, and Global Travel team. This internship offers hands-on exposure to a wide range of HR projects across one or more of these functions, providing an excellent learning opportunity for individuals interested in HR policies, processes, systems, analytics, and strategic HR initiatives.

The intern will support ongoing and upcoming projects that may include policy review and development, process improvement, system support, benchmarking, analysis, and HR analytics.

### Key Responsibilities:

- Support project work across C&B, Global Mobility, and/or Global Travel, depending on business needs
- Assist in reviewing, updating, and documenting HR policies and processes
- Support data collection, analysis, and reporting related to HR programs
- Assist in benchmarking exercises and preparation of insights or presentations
- Assist with system-related activities, testing, data validation, and documentation
- Prepare reports, dashboards, and presentations for internal stakeholders
- Coordinate with team members on multiple tasks and timelines
- Provide general administrative and project support to the HR team as needed

## 职位要求

### Requirements & Qualifications:

- Bachelor/Master Degree in Human Resources, Business Administration, Finance, Analytics, Economics, or a related field
- Strong attention to detail with a structured and analytical mindset
- Proficient in Microsoft Office (Excel, PowerPoint, Word)
- Exposure to or interest in data and analytics tools (e.g. Power BI, Tableau, or similar) is a plus
- Good written and verbal communication skills
- Highly motivated with a positive attitude and willingness to learn
- Able to manage multiple tasks and perform well under pressure
- Demonstrates professionalism, integrity, and respect for confidentiality
- Works effectively both independently and collaboratively within a team

### What You Will Gain:

- Practical exposure to global HR functions and projects
- Hands-on experience in HR analytics, policies, and process improvement



职位号码

**REF6600N**

工作职能

人力资源

所在地

**Singapore**

法律实体名称

**AUMOVIO Singapore Pte. Ltd.**

- Opportunity to learn from experienced HR professionals in a global environment
- Development of analytical, organizational, and stakeholder management skills

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.