

Internship – Project Management Officer for HR (Iasi)

Responsabilități

We are looking for a motivated and organized student to support the team in coordinating and driving HR projects and activities.

The PMO intern will assist in projects planning, tracking, and documenting HR initiatives, ensuring smooth execution and alignment across stakeholders.

Do you want to work as an Internship – Project Management Officer for HR? These should spark your interest:

- Support the planning and implementation of HR projects and initiatives;
- Prepare project documentation (timelines, status reports, meeting notes, presentations);
- Track project progress, risks, and deadlines;
- Assist in organizing workshops, meetings, and follow up actions;
- Collect and consolidate data for HR reports and dashboards;
- Support process improvement activities within HR;
- Collaborate with HR colleagues and cross functional teams;
- Maintain clear communication flows and ensure documentation accuracy.

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

Cerințe

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

- Ongoing university studies (Human Resources, Psychology, Business, Economics, or related fields);
- Interest in HR processes, project management, and organizational development;
- Good English skills (written and spoken);
- Good knowledge of MS Office (Excel pivots & formulas, PowerPoint storytelling), Productivity & AI Tools are a plus;
- Organizational and time management skills with attention to detail;
- Strong communication skills with management summary focus;
- Influence through personal leadership & Stakeholders management capabilities;
- Analytical mindset and willingness to work with data;
- Proactive attitude and willingness to learn;
- Ethical & compliance driven mindset.

Oferta noastră

What we offer:



ID poziție
REF7952R

Domeniul de activitate
Resurse Umane

Locatie
Iași

Persoană juridică
**AUMOVIO TECHNOLOGIES
ROMANIA S.R.L.**

- 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 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.**

Despre noi

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.