

AUMOVIO star Internship_HR

工作职责

2nd AUMOVIO star Internship_HR Intern

1. Project management support tasks

- Support on collection of Business requirements, Data cleansing, Data design and interface infrastructure, Testing, Documentation, Preparing process manuals and Communication materials.
- Track project schedule, milestones, and deliverables. Follow up with workstreams to review and update Actions Log, deviations and monitor issues resolution
- Consolidate progress status reports and provide on-going updates to project teams and key stakeholders
- Prepare and organize workshops and project meetings including presentations for stakeholders (HRIT, Concur Implementation and where necessary Concur developers, Country Sponsors and business owners, Purchasing, etc.)

2. Systems & Technology Solutions

- 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(User Acceptance Test) 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
- Monitor the internal IT ticketing system and support resolution and closure of open and overdue tickets

3. 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 processes, 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

4. Talent Acquisition support

- Talent Acquisition Process support



职位号码
REF8229L

所在地
Seongnam-si

法律实体名称
AUMOVIO Korea Ltd.

- Interview arrangement support

5. Location HR Administration support

职位要求

- Bachelor or above degree in Business Administration / Information Technology / Project management / Human Resource or related field (including Current students)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), basic website content management and Power BI knowledge is a plus
- Familiar with project management tools, travel management platforms and apps is a plus
- Good communication skills, positive learning attitude and confidence in sharing ideas, working in international and virtual team
- Strong analytical skills, astute and meticulous
- Multi-tasking skills, with tenacity to work with tight deadlines
- Adaptable working in a challenging and dynamic working environment

我们可以提供

아래의 자사 이력서 양식(아우모비오스타 지원서)을 제출하여 주시기 바랍니다.

Please kindly submit your Resume with Application Form(Intern).

Download

Link: <https://c.smartrecruiters.com/sr-company-attachments-prod-aws-dc5/681b2d3485c3bb61ebb8f208/4e3cede6-5800-4145-a378-3597a3f13387?r=s3-eu-central-1>

근무지 경기도 성남시 분당구 성남대로 331번길
8, 킨스타워 25-26층
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근무기간 2026년 7월 1일 - 2026년 12월 31
일 (6개월)
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기타 채용정보

- 이력서 내 허위기재가 있는 경우 합격이 취소될 수 있습니다.
- 각 포지션별 중복지원은 불가하오니, 2nd AUMOVIO star Internship 중 1개의 포지션에 지원하여 주시기 바랍니다.

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 86.000 employees in more than 100 locations worldwide.