

Internship for Travel Management Center - TM

Jūsų užduotys

As an intern in our Travel Management department your responsibilities will be:

- Supporting the Travel Management team by collecting travel documents from travelers, verifying their accuracy, and ensuring that all actual costs are correctly entered into the Travel Management Tool within the deadlines outlined in the Business Trip Procedure;
- Contributing to the overall coordination of travel documentation and compliance with internal travel procedures;
- Ensure all documentation is properly prepared, scanned and submitted for verification to the Financial Department.



Darbo ID
REF8683E

Darbo sritis
Finansai ir kontrolė

Vieta
Timișoara

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

Reikalavimai

Job Requirements:

- University studies on-going (e.g. Foreign Languages/ Economics/ Human Sciences);
- Good knowledge of MS Office (Outlook, Word, Excel);
- Good command of English;
- Organized person;
- Very good communication skills.

Mes siūlome

What we offer:

- Integration Program in a professional, young & dynamic team;
- A mentor for your learning period;
- Competitive Salaries & Benefits;
- Recommendation Bonuses for new team members;
- Flexible working hours for your studies.

Wellbeing:

- Health & Wellness (Private Health Insurance, Life Insurance, Sport activities etc.);
- Different discounts (glasses, tires, medical, shopping);
- In-house restaurant & coffee corners.

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.