

Project Manager Assistant Intern

工作职责

We are looking for a Project Manager Assistant Intern to support the Enabling Functions Team with project coordination, documentation, visual content creation, and event organization. In this role, you will assist the Project Manager across various internal and external activities, including AI supported documentation tasks, operational support, and collaboration with external and internal stakeholders.

You will gain hands-on experience in project assistance, event planning, and visual content development, while also contributing to international initiatives within AUMOVIO's Business Area Autonomous Mobility.

Whether you already have some work experience or are just getting started, this position is a great opportunity to gain hands-on experience in a dynamic, international environment.

Your tasks

Agentic AI Project coordination & visual content creation

- Supporting the Project Manager in the coordination of ongoing internal and Agentic AI projects
- Supporting the preparation and maintenance of project documentation and presentations
- Tracking project progress, milestones, deadlines and follow up on open tasks
- Providing general administrative and organizational support to the Project Management team as required
- Contributing to effective team coordination by matching competencies to tasks and recommending additional participants for project meetings when needed

Communications, Event organization & Operations

- Assisting the organization of internal events - from concept development until execution (e.g. hackathons, internal celebrations, retention events, team buildings, workshops)
- Supporting the firm's attendance at external events - including conferences, job fairs, student visits
- Supporting content creation for internal and external channels (the internal weekly newsletter, stories for our Intranet, social media posts)
- Identifying and scouting relevant meetups and community events aligned with our focus topics
- Managing operational and facility management-related projects and tasks



职位号码

REF9520E

工作职能

信息技术

所在地

Budapest

法律实体名称

**AUMOVIO Autonomous Mobility
Hungary Kft.**

职位要求

Your profile

- Ongoing studies at a Hungarian university for at least 6 months in the area of Communications, Marketing, Business, Engineering Management or a related field
- Required languages: advanced English and native Hungarian
- Strong organizational and communication skills
- Experience in presentation preparation and visual content creation (PowerPoint, Canva, etc.)
- Keen interest in project and event management
- Positive and proactive attitude
- Able to work 24 hours/week - between 9 AM and 5 PM, with occasional flexibility for events outside regular hours

Not required, but nice to have

- Experience in a corporate or creative agency setting, especially in event or office management
- Awareness of current industry trends, especially regarding communications or event management
- Essential skills for photo editing and graphic design - e.g. using online editing tools
- Ability to work and collaborate in an agile team environment
- Interest in AI-related technologies and innovation

我们可以提供

What we offer

- Participation in exciting, highly innovative projects with a leading automotive supplier
- A supportive and inspiring local team, with opportunities to collaborate across our international development network
- A dynamic and friendly corporate culture that fosters team work as well as individual ownership of tasks
- A new and modern office in the heart of Budapest (near Kálvin square)

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.