

HR Intern - Global Travel [IDA: 00042]

工作职责

About the Role

We are looking for an HR Intern to join our Global Travel team, supporting projects that shape how employees travel for business across the globe. This internship offers hands-on exposure to corporate travel operations, systems, and policy development, providing an excellent opportunity for individuals interested in HR operations, project management, and strategic travel management.

You will gain practical experience in business travel policy design, project coordination, systems support, analytics, and stakeholder engagement, while contributing to initiatives that enhance employee travel efficiency, compliance, and overall experience.

Key Responsibilities:

- Project Management Support
- Track project schedules, milestones, and deliverables
- Follow up with workstreams to update action logs and monitor issue resolution
- Consolidate progress status reports and provide updates to project teams and stakeholders
- Support policy documentation, process manuals, and communication materials
- Prepare and organize workshops and project meetings, including stakeholder presentations
- Systems & Technology Solutions
- Assist with minor travel system setting changes, enhancements, and updates
- Support implementation activities such as concept design, configuration, UAT, and documentation
- Track system performance metrics and report recurring issues or optimization opportunities
- Identify opportunities to harmonize multiple travel tools and systems for efficiency and user satisfaction
- Monitor internal IT ticketing systems and support resolution of open or overdue tickets
- Operational Management Support
- Provide assistance to travellers and partners on general requests (e.g., bookings, changes, cancellations)
- Prepare and distribute regular travel updates, tips, and relevant information to teams and partners
- Maintain and update the Travel intranet site with policies, guidelines, and FAQs
- Collaborate with internal teams and travel agency partners on operational topics and process alignments

职位要求



职位号码
REF9634X

工作职能
人力资源

所在地
Singapore

法律实体名称
AUMOVIO Singapore Pte. Ltd.

Requirements & Qualifications

- Degree in Business Administration, Information Technology, Project Management, Human Resources, or related field (master's degree is a plus)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); knowledge of Power BI or website content management is an advantage
- Familiarity with project management tools and travel management platforms/apps is a plus
- Strong analytical skills, detail-oriented, and meticulous
- Good communication skills, confident in sharing ideas, with a positive learning attitude
- Ability to multi-task, work under tight deadlines, and adapt to changing environments
- Professionalism, integrity, and respect for confidentiality
- What You Will Gain:
- Practical exposure to global travel operations and systems
- Hands-on experience in project management, systems implementation, and process improvement
- Opportunity to learn from experienced HRs professionals in a global environment
- Development of analytical, organizational, and stakeholder management skills
- A chance to contribute to initiatives that directly impact employee travel experiences worldwide

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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.