



Trainee Job Profile Description

Human Touch Department

Job title: Intern

Line Manager: Coordinator of Human Touch Department, Ms. Nataša Obermann

Responsibilities /Objectives:

- › Human Touch implementation reporting
- › Monitoring of Human Touch tools localization
- › Organization of importer events (WE, Trainings)
- › Update of Human Touch documents
- › Administrative support for the team
- › Fulfillment of other ad hoc agreed Human Touch objectives
- › Contribution to customer satisfaction and sustainability of the company's strategy

Education:

- › Student of Economics and Management

Working experience:

- › Experience in the car industry or working experience in general is not demanded but appreciated
- › Computer knowledge at user level (PowerPoint, Excel)
- › Personal competencies - agreeableness, openness to experience, sociability, high work tempo, conscientious persistence
- › Team player, open minded, disciplined, outgoing personality engaging, enthusiastic, energetic, honest and keen to learn
- › Pays attention to detail and has good listening/questioning skills
- › Customer focused – 100% committed to the delivery of an excellent customer experience

Languages:

- › Fluent English (spelling and speaking), German is not demanded but appreciated

Additional Skills:

- › Driving license and driving experience is not demanded but appreciated

Professional conduct:

- › Punctuality in job attendance
- › Collaboration with the continuous quality improvement initiatives by giving ideas, and suggestions
- › Keeping work climate in a friendly way based on empathy and collaboration
- › Communication with colleagues from Human Touch and other departments