



Lifelong Learning Programme

LEONARDO DA VINCI PROGRAMME
PEOPLE IN THE LABOUR MARKET
MOBILITY

Leonardo da Vinci traineeship offer

Host organisation: Continental Automotive GmbH, Regensburg, Germany

Continental is a leading supplier for electronic components to the automotive industry with extensive know-how in tire and brake technology, vehicle dynamics control, as well as electronic and sensor systems. Continental currently employs around 150,000 people in 46 countries, at nearly 200 plants, R&D centres and test tracks. As a leading technology partner to the automotive industry, Continental develops and manufactures advanced components, modules and systems.

Our business activities focus on innovations for enhancing safety, developing eco-friendly mobility and maximizing comfort and convenience on the road.

Local and temporal specification of the traineeship:

Division/Department: Central Purchasing, Regensburg, Germany

Starting date: 15/01/2012

Duration: 6 months

Working hours: 35/week

Training content (activities/tasks):

- ✓ Requesting and gathering information of suppliers as well as Continental internal various topics (e.g. ESN/CM classification, risk assessment, second source status)
- ✓ Support of preparation of annual price negotiations
- ✓ Independent preparation and follow-up of sourcing list reports
- ✓ Various data reports and analysis in Modias and MS Excel to support financial controlling
- ✓ Support in contract management and maintenance of contract management tool
- ✓ Maintenance of presentations of the Supplier Panel Tool
- ✓ Preparation of presentations for internal and external meetings
- ✓ Attendance of selected supplier meetings/negotiations
- ✓ Organisation of meetings (international communication internal/external)

Required profile of the candidates:

- ✓ **University graduates** in Business Administration or similar
- ✓ Basic experience in working with MS Office
- ✓ Good language skills in English and German
- ✓ High operational readiness, flexibility, creativity, team, organizational and communicational skills

Further, applicants must meet the following criteria:

- ✓ Graduates of Palacky University in Olomouc, Moravian College Olomouc, Tomas Bata University in Zlin or other higher education institution having its registered office in the Central Moravia region
- ✓ Date of graduation: no more than 1,5 year ago

- ✓ You have not carried out a Leonardo da Vinci traineeship, mobility of people in the labour market (PLM) yet
- ✓ Permanent residence or perspective employment in the region is advantage

Remuneration:

- ✓ financial support – 700 EUR/month
- ✓ contribution in kind (e.g. accommodation, public transport, meals etc.) – in the value of 150-300 EUR/month

Note: beside financial support and/or contribution in kind provided by the host organisation, the selected candidate shall receive a Leonardo da Vinci grant. The grant shall be allocated in the max. amount of 300 EUR.

Please send your application documents (CV and cover letter in English language) to Benjamin.Thumann@continental-corporation.com by 31/10/2011.