

Human Resources

Students & Interns

Working Student – HR Project Support (Development Program) (m/f/d)

Bruchkoebel, Germany

The **Motherson Group** is one of the 15 largest and sustainable full system solutions providers to the global automotive industry, serving multiple further industries, such as rolling stock, aerospace, medical, IT, and logistics, with over 200,000 employees across 44 countries worldwide. The **Chairman's Office Europe and North Africa (COE)** is supporting and coordinating our operating units, R&D centres, and representative offices across Europe and North Africa with corporate functions and services. Given our fast growth, we are constantly looking for talented new colleagues to become part of our team.

Was Sie leisten

Your tasks.

- Help plan and organize project meetings (prepare agenda, invite participants, take notes).
- Support in preparing meeting materials and presentations.
- Help collect and organize information from different team members.
- Draft simple forms, templates, and checklists for the program.
- Keep track of project timelines and update task lists.
- Support with documentation and filing (SharePoint, Teams, etc.).
- Assist with communication and coordination between teams.
- Prepare short summaries or follow-up notes after meetings.

Was wir suchen

Your profile.

- Enrolled in an university program (preferably in Business Administration, HR Development, Project Management, Psychology or a related field).
- You have a structured and organized way of working and enjoy handling multiple tasks.
- Strong communication skills and a proactive attitude.
- Good knowledge of MS Office tools (especially PowerPoint, Excel, and Word); experience with SharePoint and Teams is a plus.
- Ability to work independently and reliably, while being a team player.
- Attention to detail and willingness to learn.
- Excellent English skills (spoken and written), additional languages are preferred.

Was wir anbieten

What we offer.

We provide a pleasant working atmosphere in a new and modern working environment.

We show our commitment to our people via the following values:

- **Interest for each other:** We act with empathy and care about each other and about our counterparts.
- **Togetherness:** We work together collaboratively and selflessly.