



For more than a century, we have been shaping progress in our product sector as technology leader – whether it's starter motors, generators, start/stop systems or mild hybridization. Innovation, development expertise and the highest quality standards make us a reliable partner for automotive manufacturers – at 16 locations worldwide. Our products are not only efficient and durable, but also provide high functional flexibility and the right answers for global product platforms and more stringent CO₂ requirements.

Professional Internship | HR & Office Administrative

Join us in shaping the future of mobility. And yours.

You are there when we work together to shape the future of mobility! Become part of our interdisciplinary, international team at the location in Vila do Conde, Portugal: SEG Automotive Portugal, Unipessoal Lda. is the SEG group's Shared Service Center.

How your future looks like with us

- **Support the HR Team** with administrative tasks, including document preparation, filing, and data entry.
- **Assist the organization of events**, training sessions, and onboarding activities for new employees.
- **Provide support to employees** regarding office facilities, ensuring a comfortable and friendly work environment.
- Support the **preparation of communication materials**, such as newsletters, announcements, and internal presentations.
- Ensure the proper functioning of office facilities.
- **Support the creation** and management of **purchase orders** and maintaining office supplies.

What you bring with you for a future with us

- **Education:** Minimum 12th grade/year completed. Preference for candidates with a professional course in **Administrative Management, Tourism** or similar areas.
- No more than 1 year of working experience.
- **Great command of the English** language is required.
- **Basic knowledge of Microsoft tools** (PowerPoint, Excel and Word).
- **Soft skills:** ability to work under pressure; team player; good cross-functional communication; flexibility; logical thinking and analysis abilities; positive attitude.
- **Availability:** This is a **100% office-based position**, so candidates must be able to work on-site.

What we will offer you in the future

- The opportunity to work in a **Great Place to Work**, with a lot of innovation, scope for design, and responsibility. This is supported by attractive additional benefits.

Please send us your CV and tell us why do you want to join SEG Automotive Portugal

Human Resources: sgpt.recrutamento@seg-automotive.com

Visit our website: www.seg-automotive.com

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