Internship General Business

MAHLE Behr Service America (MBSNA) in Fort Worth, Texas, is an integral part of the MAHLE Behr Group, a leading thermal management and system supplier to major car / truck manufacturers in North America. MAHLE Behr has four manufacturing locations and four service distribution facilities in North America. As a specialist in air conditioning and engine cooling systems, MAHLE is one of the world’s leading manufacturers and suppliers of original equipment for passenger and commercial vehicles. MBSNA supplies both Original Equipment and Independent Aftermarket parts to passenger car and commercial vehicle manufacturers. The Program Management Department is responsible for the overall service set up of the newly produced automotive parts and develops packaging with assistance from suppliers.

Tasks:
- Update Service Parts Workflow Report
- Create and Modify Quality Inspection Sheets
- Assist with SAP System Maintenance
- Maintain Packaging Master Data
- Assist with Country of Origin / Tariff Data
- Update Employee Training Database
- Maintain Employee Records
- Support Recruiting Activities
- Various other Activities, as assigned

Requirements:
- Strong ability to communicate and work in a cross functional team environment
- Ability to multi-task and work with minimal supervision
- Study of International Business or related fields
- Previous internship in field of Business Administration is preferred
- Ability to speak and write English well
- Experience with MS Office and SAP is desired

$11.00 per hour, 40hr a week

Reimbursement $800.00

Intern housing cost $200.00 per month

Fort Worth, Texas (USA)

Starting August 24, 2020
Ending March 5, 2021

Family friendly atmosphere

Please send your complete application in English to giulia.russo@us.mahle.com