

# Working Student-Office Assistant (m/f/d)

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## Our Company

Hankook Tire manufactures innovative, high-performance tyres for passenger cars, SUVs, light trucks, RVs, trucks, buses and motorsports. With five R&D centres and eight production facilities worldwide, Hankook continuously invests in research and development to offer the highest level of quality and driving satisfaction.

The company employs around 20,000 people globally and sells products in over 160 countries. Hankook Tire has been the exclusive tyre supplier for the ABB FIA Formula E World Championship since 2023. Leading car manufacturers rely on Hankook tyres for original equipment. Around 42 percent\* of global sales are generated in Europe. Hankook's European headquarters are located in Neu-Isenburg, Germany. At its European Technical Centre in Hanover, Germany and its manufacturing site in Rácalmás, Hungary, Hankook develops and produces bespoke tyre solutions for the European market.

**Hankook Tire Europe GmbH in Hannover OE office is searching for Office Assistant (m/f/d)**

## Your tasks:

- Collect and organize receipts and supporting documents.
- Handle correspondence with the European headquarters.
- Manage meal allowances and office snacks.
- Handle communication services and insurance-related matters.
- Provide support for leased company vehicle management.
- Assist in organizing and supporting company events
- Support onboarding processes and daily life assistance for expatriates.
- Provide general administrative support for local employees.

## Our requirements:

- Working hours: up to 20 hours per week.
- Open to only students

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## Additional information

Location | **Hanover**

Position type | **Student intern**

Start of work | **Jun 1, 2026**

## Responsible

HR Recruiting