

HR SERVICES INTERN, POZNAŃ

Role & team overview

HR Services is a team of 25 experts focused on implementing and improving the HR system across the Carlsberg Group. We work closely with local HR departments to support global HR processes, develop a unified HR system, provide HR analytics, and assist with Talent Management. We aim to help local markets make the most of the system and encourage self-service, empowering employees and managers to use it actively. Ultimately, we aim to create an HR system that benefits Carlsberg employees worldwide.

What you'll be doing

- Participating in the implementation projects of Cloud HR System (SAP SuccessFactors modules i.e. Onboarding, Talent Intelligence Hub, Recruitment)
- Resolving low-complexity issues, escalating complex tickets, maintaining documentation, and organizing the knowledge base for efficient team access.
- Assisting with key HR cycles, data gathering, and report preparation while collaborating with senior team members on updates, process changes, and innovation efforts.

We are looking for colleagues who:

- Enjoy an international environment
- Have proficiency in MS Office
- Speak English communicatively (B2)
- Have a teamwork approach
- Are available for at least 30 hrs. per week
- Are interested in HRIS (HR Cloud Systems)/ HR processes
- Are currently pursuing or recently completed a degree in HR, IT, Business Administration, or a related field.

What you can expect

- 6 months of paid internship with a chance of extension
- Flexible working hours
- Working in a hybrid mode
- English as a main internal communication language
- Possibility to gain business knowledge and practical skills in international, diverse teams
- Amazing events, e.g. after work beer events

To apply please [click](#) here.

We read applications continuously and vacancies may be filled anytime. We look forward to receiving your application.