

# P&C Operations Intern, Poznań

## Role overview

We are looking for a motivated Intern to join the P&C Operations Team based in Poznań, Carlsberg Shared Services, and support the Carlsberg Central Office in Copenhagen, where we work with a wide range of core People&Culture processes and projects.

## What you'll be doing

- Supporting the employee life cycle
- Organizing and maintaining P&C documents and files, ensuring confidentiality and data security
- Ensuring data accuracy in SAP SuccessFactors and other P&C tools through regular checks, updates, and data entry for Operations processes such as hiring, changes, time management, and employee updates
- Assisting with report preparation and collaborating with senior team members on updates, process changes, and innovation initiatives
- Handling employees' queries

## We are looking for colleagues who:

- Have strong organizational skills and accuracy
- Enjoy working in an international environment
- Are positive and solution-oriented
- Able to focus and prioritize tasks in a busy environment
- Challenge themselves by asking questions and reconsidering the status quo
- Find dynamic situations inspirational and motivational
- Can work well in a team in a remote setup, but can take responsibility for their tasks
- Have proficiency in MS Office
- Speak English at a fluent level (B2)
- Are pursuing or have a degree in Human Resources, Business Administration, or have an interest in these areas
- Are available for at least 30 hours per week

## 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.