

There are over 8 billion people on this planet. And by 2050, there will be 2 billion more... many moving into urban centers at an unprecedented rate. Making sure there is enough food, fiber and infrastructure for our rapidly growing world is what we're all about at John Deere. And it's why we're investing in our people and our technology like never before! Here the world's brightest minds are tackling the world's biggest challenges. If you believe one person can make the world a better place, we'll put you to work. RIGHT NOW.

Due to the development of John Deere Polska Business Service Center in Poznań we are currently seeking candidates for the position of:

Training Coordination Apprentice

Tarnowo Podgórne, Poland

Your responsibilities:

- Work across entire Training Center to understand its structure.
- Help in preparation of training season.
- Work within Learning Management System (Success Factor): creating classes, closing classes, tracking the participant's attendance.
- Preparing the reports in MS Excel.
- Support the training invoicing process.
- Sending the training communication to dealers via internal system.
- If you are ambitious – other, more advanced, fascinating activities in Training Center.

Our requirements:

- Time management skills & strong sense of responsibility
- Very good interpersonal skills (open to build and maintain effective relationships)
- Attention to details
- Open to learn MS Office Tools and how to work with workflow systems
- We need a good communicator in English, who thrives on working in a global team environment.
- French language skills are beneficial.
- Motivated individual with great interest in learning and developing new skills.

- Your “can do” and “want to learn” attitude is all you need – We will teach you the rest!

What we offer:

- Paid internship in an international company.
- Modern and comfortable office area.
- Gaining experience in the area.
- Possibility to match the internship with classes at the university.
- Friendly international working environment.

Please send an English version of your CV. [Apply here!](#)

John Deere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regards to, among other things, race, religion, color, national origin, sex, age, sexual orientation, gender identity or expression, status as a qualified individual with disability.