

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 Training Center in Tarnowo Podgórne** we are currently seeking candidates for the position of:

Administrative Intern for Training Center

Tarnowo Podgórne, Poland

We need a good communicator in English, who thrives on working in a global team environment. 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!

Your responsibilities:

- Work across entire Training Center to understand its structure and operation
- Help in training administration in SAP based Learning Management System
- Learn how to apply MS Office, SAP, LMS, Netigate, Adobe Connect, MS Teams, engineering software (if willing to) and other administrative tools in business
- Cooperate with internal & external providers to support training activities
- Get to know administrative processes in various areas of the business
- Have an opportunity to try your skills in interesting and vivid work environment
- Support Training Team in conducting live and on-line trainings (if willing to)
- Try various roles: Training Administrator, On-line Training Producer, Training Instructor
- If you are ambitious – other, more advanced, fascinating activities in Training Center

Our requirements:

- Time management skills & strong sense of responsibility
- Very good command of English language
- German/French/Spanish language skills are beneficial
- 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

What we offer:

- Paid internship in an international company.
- Possibility to combine the internship with classes at the university.
- Hybrid work model.
- Modern and comfortable office area in Tarnowo Podgórne.

- Gaining experience in the training area.
- Free access to our e-learning platform – over 1000 courses, including offerings from LinkedIn Learning and Coursera.
- 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.