

Intern – Global Sourcing Admin

Job number: 852871

Scope of the role:

As an Intern in Global Sourcing Administration Department in Poznan, you will be responsible for coordination of administration matters and supporting team in daily tasks.

Working with us, you will be responsible for:

- Supporting admin team in daily responsibilities and admin related tasks
- Supporting in contact with Clients and Vendors
- Working with documentation
- Making travel and meeting arrangements
- Updating Poznan SharePoint and DLs
- Helping with events organization
- Participating in local projects

We are looking for candidates who (have):

- Current student status (3rd, 4th or 5th year students in the area of administration/marketing are preferred)
- Strong written and verbal English and Polish communication skills required
- Ability to communicate effectively both orally and in writing to establish and maintain effective working relationships
- Excellent attention to detail and strong organization skills
- Ability to develop and maintain effective working relationships with all levels of staff
- Adapts positively to change and effectively copes with business demands
- Proficient computer skills.
- Experience with Microsoft Office Products (Excel, SharePoint, Power Point, Outlook) would be in plus
- Availability to work 25-30 hours per week

Benefits for you



**Local work with
global
perspective**



**Attractive
location
in the center
of Poznań**



**6-month paid
internship**



**Office gym and
optional
MultiSport cards**



**Charity
events**



Learning resources

APPLY!