

We are seeking a **Contract & Administration Trainee** position based in our Poznan Office.

Ready to help build a better future for generations to come?

In an ever-changing, fast paced world, we owe it to ourselves and our future generations to live life responsibly. At ROCKWOOL, we work relentlessly to enrich modern living through our innovative stone wool solutions. We are proud to be ranked by the prestigious Corporate Knights Inc. as the world's most sustainable building material company in 2023.

Join us and make a difference!

Your future team

Serving ROCKWOOL Group with digital expertise, you and your team will ensure a smart and seamless experience in the interactions between internal colleagues, customers, stakeholders and vendors. We foster an environment that encourages development – to enable you to take ownership of your career with us. Digitalization is at the top of the agenda, and you will be part of an evolution that will take our business further. As you work globally, you will develop through the many daily touchpoints and the challenges you face in making ROCKWOOL a great company to do business with.

What you will be doing

In your new job as a student assistant you will support the Digital Vendor & Asset Management Product team.

You will get many different assignments and mostly act as a Vendor Contracting support, who will:

- Maintain IT Contracts overview
- Maintain, optimize and document Supplier management Processes
- Actively supporting everyday team activities/ admin tasks
- Help analyze business opportunities
- Help with ad-hoc tasks and internal communication

What you bring

We are looking for a candidate who is likely a student in Business Administration and Law or management or IT-related programs interested in gaining knowledge in Managing IT Suppliers.

It will bring you in a good position to apply for the job if you:

- Are pursuing your Bachelor's or Master's studies
- Enjoy working with numbers and data, reading contracts
- Like to build structures and have an independent approach to your work

- Availability for min 20 hours a week
- Know Microsoft's Office package
- Enjoy learning new things
- Are fluent in written and verbal English
- Have a good sense of humour and enjoy being part of a vibrant work environment with great colleagues from different cultures

What we offer

By joining our team, you become a part of the people-centric work environment of a Danish company. You will gain valuable experience in one of our teams which will be a good start in your professional life.

Moreover, we offer to our interns:

- team building events
- flexible working hours
- hybrid style of working

Also you will work in a modern office full of comfort zones and activity places in Nowy Rynek building, just a walking distance from the railway station and main Poznan universities located in the city center. We have prepared an onboarding programme for you. This will give you the perfect opportunity to learn the process details and connect with the new team – a close-knit group of people who are always ready to help each other out.

It could be a great opportunity to start your professional career with ROCKWOOL!

Who we are

We are the world leader in stone wool solutions. Founded in 1937 in Denmark, we transform volcanic rock into safe, sustainable products that help people and communities thrive. We are a global company with more than 12,000 employees, located in 40+ countries with 51 manufacturing facilities... all focused on one common purpose – to release the natural power of stone to enrich modern living.

Sustainability is central to our business strategy. ROCKWOOL was one of the first companies to commit to actively contributing to the United Nations Sustainable Development Goals (SDG's) framework and are actively committed to 11 SDGs, including SDG 14, Life Below Water. Through our partnership with the One Ocean Foundation and in connection with our sponsorship of the Denmark SailGP team, we will help raise awareness around ocean health challenges in an effort to accelerate solutions to protect it.

Diverse and Inclusive Culture

We want all our people to feel valued, respected, included and heard. We employ 79 different nationalities worldwide and are committed to providing equal opportunities to all employees, promote diversity, and work against all forms of discrimination among ROCKWOOL employees.

At ROCKWOOL, you will experience a friendly team environment. Our culture is very important to us. In fact, we refer to our culture as “The ROCKWOOL Way”. This is the foundation in which we operate and is based upon our values of ambition, responsibility, integrity and efficiency.

Ready to apply?

If you recognize yourself in this profile and challenge, we kindly invite you to apply with CV written in **English**.