

# Intern – Institutional Client Reporting

Job number: 867833



## About the department:

Institutional Client Reporting (ICR) EMEA ensures accurate, timely reporting for institutional clients across Europe, Africa, and the Middle East. The team collaborates closely with global client services and sales, transforming complex data into clear reports and presentations. Joining us means working in a dynamic, multicultural environment where you'll gain hands-on experience in data management, reporting, and process improvement.

## How you will add value:

### Core Responsibilities

- You will manage and update internal databases and logs.
- You will improve visual presentation of procedures and training materials.
- You will support post-sale marketing material production and distribution.
- You will monitor and respond to incoming requests.
- You will maintain strong relationships with internal partners.
- You will contribute to process improvement projects.

### Strategic Responsibilities

- You will analyse databases to identify improvements.
- You will handle pooled-fund reporting requirements.
- You will assist with automation and clean-up projects.

### Team & Collaboration

- You will apply effective business communication skills.
- You will participate in training and preparation activities.

## Benefits for you



Local work  
with global  
perspective



Attractive  
location  
in the center  
of Poznań



Office gym  
and optional  
MultiSport  
cards



Chill & Game  
zone



Learning  
resources



Charity  
events



Flexible  
schedule

[APPLY!](#)

## Get to know us better:

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## What will help you be successful in this role:

### Experience & Education

- Enrolled as a student for the full 6-month internship.
- Third-year or higher in a business-related field.
- Fluent in English.
- Available 25–30 hours per week.

### Technical Skills

- Proficient in Windows and Excel.
- Skilled in preparing presentations and summarizing data.
- Familiarity with analytics tools (Alteryx, Power BI, Power Automate) is a plus.

### Soft Skills

- Strong analytical and organizational skills.
- Detail-oriented and self-disciplined.

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