

Intern

- Type of work: Hybrid
- Type of Contract: Internship
- Full/Part time: Full-time
- Location: Poland, Poznań EBS

About Us

Bridgestone Americas, Inc. (BSAM), headquartered in Nashville, Tennessee, and Bridgestone Europe, Middle East and Africa (BSEMEA), headquartered in Brussels, Belgium, operate collectively as a "Bridgestone West" strategic region. This region services the strategic business needs of teams across the Americas, Europe, Middle East and Africa. BSAM and BSEMEA are subsidiaries of Bridgestone Corporation, globally headquartered in Japan. Bridgestone and its subsidiaries develop, manufacture and market a wide range of Bridgestone, Firestone and associate brand products and solutions to address the needs of a broad range of customers and industries.

About the Role

Job Purpose

You will support the CPC Digital Reporting Project, a strategic initiative designed to create a single source of truth for EMEA Procurement purchases through automated, reliable, and consistent reporting. You will contribute to data gathering, reporting, and continuous improvement activities, supporting project delivery, maintenance, and future development. Working closely with suppliers, local teams across Europe, and the Center of Retail Excellence, you will help ensure data quality, reporting accuracy, and effective stakeholder engagement. This role is offered as a internship contract for 6-8 months. We are looking for candidates available preferably on a full-time basis (40 hours per week), with a minimum availability of 30 hours per week.

Responsibilities:

- Managing and monitoring shared mailbox and responding to incoming requests
- Managing Freshdesk tickets and providing timely support to stakeholders
- Acting as a key point of contact for assigned suppliers sharing purchase information
- Providing daily support to local teams across Europe and the Center of Retail Excellence
- Supporting maintenance and continuous improvement of supplier master data
- Monitoring supplier purchase data and performing data quality and control checks
- Supporting management and maintenance of Power BI dashboards for CPC purchases
- Supporting the end-to-end CPC reporting process and ensuring reporting accuracy
- Recommending improvements to dashboards, reporting outputs, and reporting processes
- Supporting the creation and maintenance of internal documentation
- Reviewing end-to-end CPC digital reporting processes and identifying improvement opportunities related to data gathering, reporting, compliance, maintenance, and governance
- Supporting the development and enhancement of the Supplier Portal
- Collaborating with business, IT, and data teams to support project delivery and future developments

Qualifications & Experience Required

Education, Master, other certification:

- Secondary education or Bachelor's degree

Experience:

- 0–2 years of relevant professional experience
- Experience in a multinational environment is an advantage

Technical Skills:

- Good knowledge of Microsoft Excel and Microsoft Office applications
- Basic understanding of Power BI and reporting tools
- Familiarity with BI tools, SQL, or databases is an advantage
- Understanding of data management and reporting processes is an advantage

Languages Skills:

- Excellent written and verbal English communication skills

Soft/Behavioral Skills:

- Strong communication and customer service skills
- Ability to work effectively with internal and external stakeholders
- Ability to organize tasks, prioritize work, and operate in a structured and goal-oriented manner
- Analytical thinking and problem-solving skills
- Attention to detail and accuracy
- Proactive and adaptable approach
- Willingness to learn new processes and develop new skills
- Ability to collaborate across business, IT, and data teams in an international environment
- Curiosity and enthusiasm for contributing to complex projects
- Ability to build engagement and gain support from stakeholders through effective communication and a goal-oriented mindset
- Preferred availability of 40 hours per week, with a minimum commitment of 30 hours per week.

Please apply with your CV at <https://careers.bridgestone-emea.com/job-invite/55373/>

What we offer

At Bridgestone, what really matter is to foster co-creation opportunities and empowering you to be creative and curious to make mobility safer, more efficient, and more sustainable for future generations. Whatever role you fill, when you represent Bridgestone, you are a valued teammate, and part of our larger mission to “Serve Society with Superior Quality”, for that, we offer you more than just a competitive payment; we will provide you:

- A supportive and engaging onboarding experience to ensure a smooth transition into our team.
- The opportunity to develop and grow, through training and regular mentorship.
- Corporate Social Responsibility activities.
- A truly global, dynamic and challenging work environment.
- Agility and work/life effectiveness and your long-term well-being.
- A diverse and inclusive team.

We are committed to create an even more inclusive culture that advances equity, embraces individuality, and helps our increasingly diverse teammates, customers, and communities thrive, by providing equal opportunities in employment. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnicity, color, nationality, national origin, disability, sexual orientation, religion or age.