

DÜRR TO APPLY

Office & Administration Intern

Poznań, ul. Kolorowa 2

Take on challenging tasks:

- Support daily office administration and coordination activities across the SSC.
- Assist in organizing meetings, workshops, training sessions, and company events.
- Help coordinate business travel arrangements and related documentation.
- Support the preparation of presentations, reports, and meeting materials.
- Maintain and update documentation, trackers, and internal records.
- Coordinate office supplies, equipment, and workplace-related requests.
- Assist in communication and cooperation between different SSC locations (Poznań, Środa Wlkp., Radom).
- Support ongoing projects by tracking tasks, deadlines, and action items.
- Help ensure continuity of selected office processes during planned absences.
- Participate in process improvement and administrative initiatives.

Your Skills:

- Student in Business Administration, Management, Economics, Administration, or a related field.
- Strong communication skills in Polish (min. C1) and English (min. B2).
- Good knowledge of MS Office (Excel, PowerPoint, Teams, Outlook).
- Good organizational and time-management skills.
- Ability to manage multiple tasks and priorities.
- Open-minded and collaborative approach to teamwork.
- Interest in office administration, project coordination, or business operations.
- Driving license will be an asset.

We Offer:

- An opportunity to gain hands-on experience in office administration and project coordination.
- Work in an international environment in a modern office in Poznań (ul. Kolorowa 2).
- Flexible working hours according to the agreed schedule (min. 20-25h per week).
- Subsidized sports membership cards.
- Access to the LinkedIn Learning platform.

[Apply by filling out the application form](#)

Dürr to apply!

If you're passionate about technology, and Industry 4.0 inspires you, then the Dürr Group is the right company for you. Here you have the freedom to use your entrepreneurial skills, the chance to work with an international focus, and the certainty of jumping into the digital industrial age.

Dürr Group Services is a global Shared Services Center that provides business support by offering solutions in the areas of financial operations, sales and service, purchasing and supply chain management. We offer growth opportunities in both business support areas as well as in expert positions.