



Intern - Enterprise Business Strategies & Implementation

Poznan

Req #	Level	Work model	Deadline
870048	Bus. Specialist 1	4 days office	26 th Oct 2026

| About the department

The Enterprise Business Strategies & Implementation team serves as the execution engine for Franklin Templeton's most important strategic priorities. The team works directly with the Co-Presidents, Executive Leadership Team, and senior business leaders to lead complex enterprise initiatives that shape the future of the organization. Team members partner across Investment Management, Distribution, Technology, Operations, Legal, Compliance, Finance, Marketing, Human Resources, and Corporate Services to solve complex business challenges and deliver strategic outcomes.

Employees gain direct exposure to executive leadership, enterprise-wide initiatives, and opportunities to influence the future of a global asset manager.

| How you will add value

Core Responsibilities

- You will support the Program Manager in maintaining program plans and tracking milestones, deliverables, risks, dependencies, and action items.
- You will collect, validate, and analyze business information and project data to help the Program Manager assess progress, identify issues, and evaluate opportunities.
- You will assist the Program Manager in preparing status reports, presentations, and briefing materials for project teams, senior stakeholders, and management reviews.
- You will help coordinate project meetings and workshops, document key decisions, and follow up with colleagues across departments on agreed actions and updates.
- You will maintain program documentation and help improve reporting templates, tracking tools, and coordination processes to support consistent and efficient program delivery.
- You will use approved artificial intelligence (AI) and digital tools to support the Program Manager's research, analysis, reporting, and process improvement activities.

| What will help you be successful in this role

Experience, Education & Certifications

- Currently enrolled at a university, with an interest in project management, business transformation, or business analysis.

Technical Skills & Analytical Skills

- Working knowledge of Excel, including formulas, sorting, filtering, and basic data analysis.
- Ability to prepare clear, well-structured presentations and project updates using PowerPoint.
- Ability to collect, check, and summarize information, with attention to accuracy, consistency, and key findings.

Soft Skills

- Good command of written and spoken English, with the ability to communicate clearly and collaborate with colleagues across departments.
- Good organizational skills, including the ability to manage agreed priorities, meet deadlines, and follow up on assigned actions.
- A proactive approach to assigned tasks and willingness to learn, apply feedback, and seek guidance or flag issues to the Program Manager when needed.
- You are available 25–30 hours per week.

Preferred Experience & Additional Assets

- Experience supporting projects, coordinating activities, or conducting analysis through internships, university projects, student organizations, or volunteering.
- Basic understanding of project management concepts, such as milestones, deliverables, risks, dependencies, and action tracking.
- Familiarity with tools used for project tracking, collaboration, reporting, or process improvement.
- Familiarity with artificial intelligence (AI) tools for research, analysis, or reporting.

Recruitment
Internal & External

Hiring Manager

Working Hours

8.30 to 16.30 CET

HR Contact

Damian Leszczyński/Kerry Sanders

Natalia Garstkiewicz

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and find the resources you need to
navigate your next career move within
Franklin Templeton.*

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