

DÜRR TO APPLY

“ Klaudia

Having the chance to try out different roles makes me feel professionally fulfilled in the company.



Process Automation Internship (m/f)

Take on challenging tasks:

- Act as the technical contact for operational Leaders across Finance, Supply Chain and Purchasing – **responsible for turning their automation ideas into practical solutions** based on business requirements prepared together with our process support functions;
- Research and **suggest best technical solutions** for the agreed project requirements;
- Ensure implementation readiness and **directly execute digitalization projects at different stages**: Design, programming (often low-code), testing, production, monitoring – and be **responsible for making things happen on time**;
- **Create documentation**: Solution descriptions and user manuals, as well as project status updates, meeting notes and solution presentations as necessary;
- Support project preparation and **search for new potentials**, e.g. through employee observation and reviewing existing process documentation;
- Identify risks, **maintain created solutions and contribute to ensuring standards**, corrective measures, optimization and modernization.

Your skills:

- **Have intermediate proficiency in VBA for automating tasks (mandatory condition)**;
- Display **IT-savviness** with a knack for **testing innovations** and learn new technologies;
- Feel comfortable with the **Microsoft environment and product range** – and open to learn more;
- **Communicate fluently in Polish and English**, both written and spoken (C1, B2+);
- Have an **organized way of working**, be reliable and **proactively communicative** regarding progress and challenges;
- Be proactive, **self-reliant**, driven and **committed to find a way** to the agreed goal;
- Possess an **analytical, methodical and conceptual mindset**;
- Be oriented on **process, solutions and data**;
- **Learn quickly and independently**, using available resources and mentoring;
- **Adapt well** to changing circumstances and be **flexible**;
- Be able to **communicate clearly and effectively** while collaborating with multiple coworkers at the same time;

Your potentials – you have at least basic skills and are willing to learn:

- **IT-technical and business English**;
- **Understanding of the business perspective**: Operational performance, quality, cost-effectiveness;
- **Sample technologies**: Excel, Power Automate, Power Query + potentially databases, PowerBI, UiPath;

What we offer:

- Work in an international environment in a modern office in Poznań;
- Flexible working hours according to the agreed schedule (min. 20-25h per week);
- Hybrid work: 3 days working in the office, 2 days working remotely;
- Mentorship and support from colleagues experienced in automation and Shared Services processes;
- Access to the LinkedIn Learning platform;
- Multisport card.

You can apply by filling out the [recruitment form](#).