

Contract Trainee / Early Careers Program

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Company: PL18 Alcon Polska Sp. z o.o. Company

Location: Warsaw

Category: business-and-financial-operations

At Alcon, we are driven by the meaningful work we do to help people see brilliantly. We innovate boldly, champion progress, and act with speed as the global leader in eye care. Here, you'll be recognized for your commitment and contributions and see your career like never before. Together, we go above and beyond to make an impact in the lives of our patients and customers. We foster an inclusive culture and are looking for diverse, talented people to join Alcon.

Contract Trainee

In this role, a typical day will include:

working with documents / contracts - copying, archiving

working with the database

preparing contracts for import to the Icertis system

WHAT YOU'LL BRING TO ALCON:

Students' status;

Very good English

Availability – about 20h/30h per week;

Positive attitude and ability to work in fast-paced project environment;

Focus on details.

HOW YOU CAN THRIVE AT ALCON:

Fixed term contract for min. 6 months;

Flexible hybrid working model - during academic year

Opportunity to join growing, early-stage organization built within a mature, stable global company;

Friendly working environment and a diverse and highly motivated team ;

Very best working environment – Alcon Polska has been recognized as a Top Employer for the four years in a row;

Truly international environment and daily interactions with colleagues and stakeholders from all over the world;

Brand new office with a lot of facilities inside located at NewCity building, 15 Marynarska Street, Warsaw.

See your impact at alcon.com/careers

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Cross References and Citations:

1. **Contract Trainee / Early Careers Program** [KuwaitjobstodayJobs Warsaw](#) [Kuwaitjobstoday](#)
2. **Contract Trainee / Early Careers Program** [DatascientistjobsJobs Warsaw](#) [Datascientistjobs](#)
3. **Contract Trainee / Early Careers Program** [GhanajobsJobs Warsaw](#) [Ghanajobs](#)
4. **Contract Trainee / Early Careers Program** [Searchnzjobs Jobs Warsaw](#) [Searchnzjobs](#)
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Generated on: 2024-05-03 by Expertini.Com