

## HR Intern with English

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Company: EVERUPTIVE SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ

Location: Kraków

Category: educational-instruction-and-library

ABB is an international pioneering technology leader that is writing the future of industrial digitalization. One of our key ambitions is to get faster and leaner, and to move closer to the customer. Therefore we are consolidating our internal services into a world-class Global Business Services (GBS) organization, with the largest center located in Kraków. To strengthen our teams, we are looking for Interns with good communication skills and valid student status. Seize this unique opportunity to take an active part in shaping our new GBS center and grow together with the rapidly developing organization.

### Responsibilities

helping the ELC team with daily tasks

archiving documents

supervising documents workflow

assigning cases to team members in AskHR

### Requirements

To be enrolled at a polish university with valid student status

Very good knowledge of English (B2 level)

Accuracy, precision, attention to detail

Good work organization, ability to prioritize tasks

Can-do attitude

Availability: 30h/week

### What we can offer

Internships from 3 up to 12 months

Possibility of extension or conversion to Regular Employee

Stable employment in a company with a long history in innovation and technology

Collaboration with experienced experts in an international environment

Various benefits in kind, ranging from healthy lifestyle offerings, to knowledge sharing, to teambuilding activities

### Benefits:

Competitive salary

Modern Office in the City Center

Flexible working hours

Entertainment and leisure zones

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