

WE ARE HIRING!



ACCOUNTING INTERN

- Handling documentation of contracts in the contract management system: scanning the contracts, preparing the recording in the system, collecting the required master data.
- Supporting preparation of reports to statistical authorities by filling in Excel documents based on SAP Reports, and similar activities.
- Supporting preparation of VAT return by compiling invoices for audit by Deloitte, and similar activities.
- Supporting documentation of financial processes in eGAAP by creating and updating presentations, alignment of process descriptions.
- Creating presentations, and completing documentation activities such as payment/bank documents.

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RECRUITMENT INTERN

- Supporting in organizing online and offline interviews, sending out invitations to candidates and managers.
- Organizing candidate cognitive and personality tests.
- Completing integrity checks for potential candidates.
- Working on market researches, preparing presentations.
- Supporting with operational tasks for personal interviews, booking and preparing interview rooms, accompanying candidates.

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HEALTHCARE IT ADMINISTRATION INTERN

- Handling administrative and translation tasks during the implementation of our medical program.
- Supporting in documentation management regarding new medical devices and associated installed files.
- Supporting in establishing, maintaining and monitoring the inventory of medicines and vaccines.
- Preparing market researches and presentations.
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- Handling organizational tasks and actively participating in Health Day and other prevention events.

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REAL ESTATE CONTROLLING INTERN

- Supporting cost planning budget and invest.
- Supporting administration topics in Facility management and Security department.
- Supporting energy consumption predictions, operations cost calculation for different investment solutions.
- Supporting fleet management administration.

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