



Working student (f/m): Operations, Intranet, Reporting, and Knowledge Management

LOCATION

Walldorf/St. Leon-Rot,
Baden-Wuerttemberg, Germany

WORK AREA

Administration

EXPECTED TRAVEL

0%

CAREER STATUS

Student

EMPLOYMENT TYPE

Limited Part Time

CONTACT INFORMATION

Ms. L. Moehlinger (Tel.: +49 6227 7-48599)

REFERENCE CODE

DE-54919626-EN-11-003

ADDITIONAL INFORMATION

Start date: as soon as possible

Do you demand the best from your professional career? Are you inspired by excellence? At SAP, you will have the power to make a real impact. As the global market leader for business software, SAP helps companies and organizations in more than 25 industries to run better.

PURPOSE AND OBJECTIVES

Our team supports the Chief Process Office, specifically the Cross Development and Operations Lead. We operate in a fast pace environment and perform various duties which include: Tools and Service support (Portal, Communities, WIKI, collaboration rooms, and reporting). We are seeking for a student intern (f/m) to assist and support our internal customers by creating and maintaining portal pages utilizing best practices, verifying / updating content and related information. The student (f/m) needs to provide outstanding team support, enabling our global team to execute in a timely and efficient manner.

EXPECTATIONS AND TASKS

- Intranet: KM support, create & maintain portal pages
- Provide operation support for tools and resources
- Deliver high customer satisfaction to our key stakeholders and end users
- Deliver results in a timely manner
- Ability to multitask

EDUCATION AND QUALIFICATIONS / SKILLS AND COMPETENCIES

- Student (f/m) at a university or university of applied
- Preferred field of study: Business or Computer Science or related field of study
- Software skills are required (Microsoft office suite: Word, Excel, PowerPoint, Outlook)
- HTML knowledge is not required, but preferred
- Highly motivated and result oriented
- Positive, can do attitude providing superior customer support in a fast paced changing environment

Your set of application documents should contain a cover letter, a resume in table form, school leaving certificates, current university transcript of records, copies of any academic degrees already earned, and if available, references from former employers (including internships). Please describe as well your experience and skills in foreign languages and computer programs/ programming languages.

!PLEASE APPLY ONLINE ON WWW.CAREERSATSAP.COM!

SAP'S DIVERSITY COMMITMENT

To harness the power of innovation, SAP invests in the development of its diverse employees. We aspire to leverage the qualities and appreciate the unique competencies that each person brings to the company.