

PROGRAM STAŻU

Nazwa podmiotu oferującego staż
IBM Global Services Delivery Centre Polska Sp. z o.o.
Miejsce odbywania stażu
Ul. Muchoborska 8, 54-424 Wrocław
Stanowisko, obszar działania
Business Operations Support Delivery Centre Poland <i>Position description:</i> Work in a global environment and in a truly multinational team. Supporting Business Operations department in preparing reports for Delivery Centre itself and for its customers. Support in preparing and building company's business processes. Number of places for students/ graduates UE:
Termin
Obszary merytoryczne, z którymi student ma szansę zapoznać się podczas odbywania stażu. Czego Student może się nauczyć. Jakie kompetencje może rozwijać.
Internship program *: <i>Phase 1 - IBM Organization introduction</i> <ul style="list-style-type: none">• Introduction to Delivery Centre Poland• Organization procedures and processes• Delivery Centre Poland management structure• Key roles and team responsibilities <i>Phase 2 – IBM business environment, applications introduction</i> <ul style="list-style-type: none">• Setting up the work environment

- Lotus Notes and Team Rooms accesses set up
- Billings process description
- Billings tooling introduction and training

Phase 3 – Reports and improvements

- Support in preparing automated reporting
- Support in preparing the reports for Delivery Centre and customers

Harmonogram z propozycją liczby godzin oraz zakresem zadań merytorycznych w ujęciu tygodniowym. (32h pracy stażysty w tygodniu w miesiącu wrześniu, 20h pracy stażysty w tygodniu w miesiącach październik i listopad).

Tydzień 1	<ul style="list-style-type: none"> • week 1 - introduction @IBM, workplace set up (accesses etc.), • min. 3 days in week
Tydzień 2	<ul style="list-style-type: none"> • week 2 - introduction @IBM, workplace set up (accesses etc.), responsibilities handover, • min. 3 days in week
Tydzień 3	<ul style="list-style-type: none"> • week 3 - responsibilities handover - first outputs, • min. 3 days in week
Tydzień 4	<ul style="list-style-type: none"> • week 4 - claiming / utilization reports generating, weekly reporting of business development • min. 3 days in week
Tydzień 5	<ul style="list-style-type: none"> • week 5 - claiming / utilization reports generating, weekly reporting of business development • min. 3 days in week
Tydzień 6	<ul style="list-style-type: none"> • week 6 - claiming / utilization reports generating, weekly reporting of business development, MTS-reports generating, • min. 3 days in week
Tydzień 7	<ul style="list-style-type: none"> • week 7 - claiming / utilization reports generating, weekly reporting of business development, MTS-reports generating, • min. 3 days in week
Tydzień 8	<ul style="list-style-type: none"> • week 8 - claiming / utilization reports generating, weekly reporting of business development, MTS-reports generating, secondary controls development, other finance-related tasks, • min. 3 days in week

Tydzień 9	<ul style="list-style-type: none"> • week 9 - claiming / utilization reports generating, weekly reporting of business development, MTS-reports generating, secondary controls development, other finance-related tasks, • min. 3 days in week
Tydzień 10	<ul style="list-style-type: none"> • week 10 - claiming / utilization reports generating, weekly reporting of business development, MTS-reports generating, secondary controls development, other finance-related tasks, secondary controls development, • min. 3 days in week
Tydzień 11	<ul style="list-style-type: none"> • week 11 - claiming / utilization reports generating, weekly reporting of business development, MTS-reports generating, secondary controls development, other finance-related tasks, secondary controls development, processes modeling, • min. 3 days in week
Tydzień 12	<ul style="list-style-type: none"> • week 12 - claiming / utilization reports generating, weekly reporting of business development, MTS-reports generating, secondary controls development, other finance-related tasks, processes modeling, summary and closure of the internship, • min. 3 days in week.

Wymagania stawiane kandydatom

Rok studiów	ostatni rok studiów I stopnia, ostatni rok studiów II stopnia, absolwent do 6 miesięcy
Kierunek studiów	Finance and Accounting, Business Administration, Management
Znajomość języków obcych	Angielski – good knowledge
Profil kandydata (oczekiwane kompetencje)	Analytical skills, ability to work under time pressure, independence
Inne	MS Office – very good knowledge

Dodatkowe informacje

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Dane osoby odpowiedzialnej za rekrutację (imię, nazwisko, stanowisko, e-mail, telefon)

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Określenie potencjalnej możliwości podjęcia zatrudnienia po odbyciu stażu

Potentially yes.

Podpis osoby reprezentującej Pracodawcę

Akceptacja Menedżera projektu