Working student (f/m/d) - for Operations and Team Assistant in the Composable Process Platform Unit

Administration

Apply now »

We help the world run better

At SAP, we enable you to bring out your best. Our company culture is focused on collaboration and a shared passion to help the world run better. How? We focus every day on building the foundation for tomorrow and creating a workplace that embraces differences, values flexibility, and is aligned to our purpose-driven and future-focused work. We offer a highly collaborative, caring team environment with a strong focus on learning and development, recognition for your individual contributions, and a variety of benefit options for you to choose from.

What you’ll do

In this role, you will support the team in the following areas:

• Organizational, communication, and administrative tasks including organizing team events, meetings or workshops, equipment orders and travel arrangements for team and managers, team reporting and portfolio management, maintaining our sharepoint site
• Recruiting, hiring and onboarding including creation of job postings, screening of CVs, scheduling of interviews, candidate correspondence, efficient onboarding of new colleagues
• Support our local teams at the SAP Innovation Center Potsdam
• Driving process optimization in the team, e.g., optimizing hiring process and operations in our team
• Beyond your main task you are also invited to explore and support other activities of our team and/or drive new ideas in our team
What you bring

- Student (f/m/d) at a university or a university of applied sciences
- Preferred fields of study: Business Administration, Human Resources or a related field in design or computer science
- Outstanding organizational and time management skills
- Excellent communication skills internally as well as customer-facing
- Proficiency in Microsoft Office (Excel, Outlook, Word, PowerPoint)
- Preferably first practical experiences in recruiting and/or corporate communications
- Fluent English and German language skills - both written and verbal

Meet your team

As a working student (f/m/d) for Operations and Team Assistant in the Composable Process Platform (CPP) unit you will be part of a technology-focused team that was built to help shape future generations of SAP software. Our team works on various projects with respect to the topic of composability. These projects range from short-term executive requests to mid and long-term collaborations across board areas where multiple teams work on a common vision towards a composable enterprise based on SAP Business Technology Platform.

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

This is a SAP global, strategic, paid working student position that provides students with opportunities to find purpose in their careers.

#Workingstudent #Werkstudent #Germany #Deutschland #Student #LIHybrid #SAPGermanStudentsCareers

Bring out your best

SAP innovations help more than four hundred thousand customers worldwide work together more efficiently and use business insight more effectively. Originally known for leadership in enterprise resource planning (ERP) software, SAP has evolved to become a market leader in end-to-end business application software and related services for database, analytics, intelligent technologies, and experience management. As a cloud company with two hundred million users and more than one hundred thousand employees worldwide, we are purpose-driven and future-focused, with a highly collaborative team ethic and commitment to personal development. Whether connecting global industries, people, or platforms, we help ensure every challenge gets the solution it deserves. At SAP, you can bring out your best.

We win with inclusion
SAP's culture of inclusion, focus on health and well-being, and flexible working models help ensure that everyone – regardless of background – feels included and can run at their best. At SAP, we believe we are made stronger by the unique capabilities and qualities that each person brings to our company, and we invest in our employees to inspire confidence and help everyone realize their full potential. We ultimately believe in unleashing all talent and creating a better and more equitable world.

SAP is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to the values of Equal Employment Opportunity and provide accessibility accommodations to applicants with physical and/or mental disabilities. If you are interested in applying for employment with SAP and are in need of accommodation or special assistance to navigate our website or to complete your application, please send an e-mail with your request to Recruiting Operations Team: Careers@sap.com.

For SAP employees: Only permanent roles are eligible for the SAP Employee Referral Program, according to the eligibility rules set in the SAP Referral Policy. Specific conditions may apply for roles in Vocational Training.

Requisition ID: 400856 | Work Area: Administration | Expected Travel: 0 - 10% | Career Status: Student | Employment Type: Limited Part Time | Additional Locations: #LI-Hybrid

**Job Segment:** ERP, Corporate Communications, Cloud, Computer Science, Developer, Technology, Marketing

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**Apply now »**

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** Posted Date **
Jul 23, 2024

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