

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **Customer Support Specialist with Dutch**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- Handle request from Customer according
- Be a point of contact for business partners (internal and external)
- Provide internal and external customer support (eg Technical Support, Order Assistance, and Payment Support)
- Processing incoming requests through various existing channels: phone, e-mails, web, chat, etc.

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English and Dutch B2 level
- Good written and verbal communication skills
- Attention to detail
- Ability to work in teams
- To be interested in HR

Oferujemy:

- Internships from 3 up to 12 months
- Possibility of extension or conversion to Regular Employee
- A 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

APPLY: <https://bit.ly/3r5NV0q>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **HR Intern with Dutch**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- Maintaining good data quality in HR systems and provide on-demand reports related to HR related services
- Supporting recruitment process; creating longlists of candidates, coordinating and scheduling interviews with candidates
- Collaborating with Front Office, Talent Partner and hiring managers to deliver high quality service

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English and Dutch B2 level
- Good written and verbal communication skills
- Attention to detail
- Ability to work in teams
- To be interested in HR

Oferujemy:

- Internships from 3 up to 12 months
- Possibility of extension or conversion to Regular Employee
- A 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

APPLY: <https://bit.ly/30Khnyr>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **HR Intern with Czech**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- Maintaining good data quality in HR systems and provide on-demand reports related to HR related services
- Supporting recruitment process; creating longlists of candidates, coordinating and scheduling interviews with candidates
- Collaborating with Front Office, Talent Partner and hiring managers to deliver high quality service

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English and Czech B2 level
- Good written and verbal communication skills
- Attention to detail
- Ability to work in teams
- To be interested in HR

Oferujemy:

- Internships from 3 up to 12 months
- Possibility of extension or conversion to Regular Employee
- A 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

APPLY: <https://bit.ly/2Zayubl>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **HR Intern with Italian**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- Checking job requisition details;
- Modifying and publishing job advertisements;
- Creating longlists of candidates;
- Coordinating and scheduling interviews with candidates;
- Sending assessment tests;
- Collaborating with Recruiters and hiring managers to deliver high-quality service.

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English and Italian
- Good written and verbal communication skills
- Attention to details
- Ability to work in teams
- To be interested in HR

Oferujemy:

- Internships from 3 up to 12 months
- Possibility of extension or conversion to Regular Employee
- A 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 team building activities

APPLY: <https://bit.ly/3xjOBk2>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **HR Intern with German**

Miejsce pracy: Kraków

Podstawowe obowiązki:

HR Intern will be responsible for supporting the delivery for CH&HQ Team in daily activities:

- processing the requests in the SAP system: onboarding and employment of external employees
- employment administration process
- creating requests in AskHR tool.

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English and German skills
- Good written and verbal communication skills
- Attention to detail
- Ability to work in teams
- To be interested in HR

Oferujemy:

- Internships from 3 up to 12 months
- Possibility of extension or conversion to Regular Employee
- A 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

APPLY: <https://bit.ly/3CEZkGN>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **GBS Finance Intern - R2R**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- You perform General Accounting activities, support specific month and close tasks, clear errors, execute accounting analyses and reports as assigned
- You ensure the production of reports (e.g. Balance Sheet, P&L, Cash Flow, statement of accounts, reconciliations, statements of sourcing and application of funds)
- You apply accounting techniques and standard practices to the classification and recording of financial transactions to solve unusual issues
- You participate in internal control testing and prepare relevant documentation
- You participate in global projects where process improvement will be an asset
- You support the management with financial aspects of project funding and risk assessment

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English
- Good written and verbal communication skills
- Attention to details
- Ability to work in teams
- To be interested in Finance and General Accounting

Oferujemy:

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- Possibility of extension or conversion to Regular Employee
- A 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

APPLY: <https://bit.ly/3I2HO9v>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o
Nazwa stanowiska: **IS Tax and Assurance Intern**
Miejsce pracy: Kraków

Podstawowe obowiązki:

To the teams at ABB in Kraków we are looking for candidates for the positions of IS Tax and Assurance Intern:

- Applications configuration and administration, including Changes implementation assistance;
- Operational tasks execution and monitoring;
- Incidents and problems management and resolution (support engineer);
- Collaboration with 3rd party suppliers, IT Operations and IT infrastructure teams;
- Writing technical documentation (incl. audit evidence) and building knowledge base for the Service Desks;
- Living ABBs core values of safety and integrity, which means taking responsibility for your own actions while caring for your colleagues and the business.

Oczekiwania:

- Fluency in English (both written and spoken) is essential;
- Working knowledge of Microsoft tools (especially Excel) is important;
- SQL language knowledge is a plus;
- Experience in writing technical and support documentation is a plus;
- Analytical mindset, focus on problem solving, attention to details;
- Experience in IT environment (preferably IT Financial Systems) is a plus;
- ITIL methodology knowledge and experience is a plus.

Oferujemy:

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- A 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

APPLY: <https://bit.ly/3cDUtLa>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **IT Intern - UX/UI Designer**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- Creating high-fidelity clickable prototypes and application flows for testing to support communication and illustrate concepts across desktop, tablet, and mobile
- Creating illustrations, infographics, and presentations that support communication with the client
- Preparing high-quality graphical assets
- Analyzing materials provided by the clients
- Developing engaging user experience for mobile and web applications
- Conducting user experience research
- Following industry best practices and company conventions to develop an engaging user experience
- Help in developing a design system

Oczekiwania:

- Very good English level
- Student Status (preferred studies in computer science, visual arts, psychology or sociology)
- User-centered design methodologies knowledge (usability testing, wireframing, etc.)
- Proficiency in UX/UI tools such as Figma or Adobe XD, Sketch
- Great sense of visual hierarchy, proofed in a portfolio
- Knowledge about prototyping tools and modern user interfaces
- Strong understanding of web standards and the latest mobile technologies
- Attention to details

Nice to have:

- Communication skills necessary to conduct research and interviews
- Knowledge about the design thinking process
- Ability to solve problems creatively and effectively
- Proficiency in additional graphical tools such as Adobe After Effects or Framer

Oferujemy:

- Internships from 3 up to 12 months
- A 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

APPLY: <https://bit.ly/3cGhtcM>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **CX Architecture Intern**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- support the CX lab
- testing computers and software
- generate results

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English skills.
- Good written and verbal communication skills
- Attention to detail
- Ability to work in teams
- To be interested in IT

Oferujemy:

- Internships from 3 up to 12 months
- Possibility of extension or conversion to Regular Employee
- A 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

APPLY: <https://bit.ly/2ZdWKJY>

Kontakt: oliwia.dunaj@talentplace.pl

Nazwa Firmy: ABB Business Services sp. z o. o

Nazwa stanowiska: **Travel and Expense Intern**

Miejsce pracy: Kraków

Podstawowe obowiązki:

- You will audit employee expense reports online for accuracy and compliance with the Travel and Expenses policy (T&E)
- You will address all inquiries and/or complaints in a timely and professional manner
- You will ensure that SLA and KPIs are completed with the required quality and speed
- You will investigate and resolve T&E related issues and queries
- You will provide data to the reporting and analytics team for management roles
- You will provide excellent customer service to employees and other parties
- You will recommend process improvements to create greater efficiency and productivity

Oczekiwania:

- To be enrolled at university with valid student status
- Very good (at least B2 level) English
- Excel basics knowledge
- Good written and verbal communication skills
- Ability to provide superior customer service and quick responses to inquiries
- Ability to work independently and manage multiple tasks

Oferujemy:

- Internships from 3 up to 12 months
- Possibility of extension or conversion to Regular Employee
- A 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

APPLY: <https://bit.ly/3I7Vxfd>

Kontakt: oliwia.dunaj@talentplace.pl