NOKIA SOLUTIONS AND NETWORKS IS HIRING A PROJECT MANAGEMENT WORKING STUDENT FOR INTERNSHIP NOT PRECISED.

Date : 27/07/2015

Job reference : 83998-10493908

Type of contract : Internship
Localisation : Wrocław 53-611, PL
Contract duration : Not precised
Level of studies : Bachelor's Degree
Years of experience :
Company description :
Nokia invests in technologies important in a world where billions of devices are connected. We are focused on three businesses: network infrastructure software, hardware and services, which we offer through Nokia Networks; location intelligence, which we provide through HERE; and advanced technology development and licensing, which we pursue through Nokia Technologies. Each of these businesses is a leader in its respective field.

Our Nokia Networks business is the world's specialist in mobile broadband. From the first ever call on GSM, to the first call on LTE, we operate at the forefront of each generation of mobile technology. Our global experts invent the new capabilities our customers need in their networks. We provide the world's most efficient mobile networks, the intelligence to maximize the value of those networks, and the services to make it all work seamlessly.

Nokia European Software Engineering Center hires dedicated, enthusiastic and passionate people, who create the largest ITC R in Poland. Our facilities in Wroclaw are located in three sites and accommodate one of the biggest test telecommunications labs in Middle and Eastern Europe. Apply and experience the adventure of a lifetime!!!

Job description :
Professional challenges and career opportunities:

We're looking for a self motivated student with strong organizational skills, willing to work in dynamic project oriented organization.
You will be responsible for providing administrative and business operation support to the Project Manager and Project team. This includes providing project support, scheduling meetings, creating agendas, preparing summaries, maintaining appointment calendars, tracking and communication.

Position Description:

* manage numerous meetings, create agendas, consolidate presentations, gather action items, send follow-up communications and deliverables
* develop and maintain highly useful administrative systems, reports and formats
* coordinate, implement and monitor project related activities
* document action plan and track action points
* update team website

Required profile :
Position Requirements:

* strong computer skills with deep knowledge of MS Office, especially Word, Excel, PowerPoint
* basic skills to update websites
* strong organizational skills
* proficient in spoken and written English

* Telecommunications or IT knowledge will be an advantage
* excellent interpersonal, written and oral communications skills
* ability to multitask and to be flexible to work assignments
* attention to detail
* demonstrate a desire to learn, grow, and desire for continuous improvement.
* time management: ability to meet deadlines, organize and manage multiple priorities

To apply : http://apply.multiposting.fr/jobs/6502/10493908