SAP IS HIRING A WORKING STUDENT: RECRUITING OPERATIONS DACH JOB FOR INTERNSHIP 6 MONTHS.

Date: 01/12/2018


Type of contract: Internship
Localisation: Walldorf/St. Leon-Rot 69190, DE
Contract duration: 6 months
Level of studies: Bachelor's Degree
Years of experience:

Company description:
Requisition ID: 199756
Work Area: Human Resources
Location: Walldorf/St. Leon-Rot
Expected Travel: 0%
Career Status: Student
Employment Type: Limited Part Time

COMPANY DESCRIPTION
SAP started in 1972 as a team of five colleagues with a desire to do something new. Together, they changed enterprise software and reinvented how business was done. Today, as a market leader in enterprise application software, we remain true to our roots. That’s why we engineer solutions to fuel innovation, foster equality and spread opportunity for our employees and customers across borders and cultures.
SAP values the entrepreneurial spirit, fostering creativity and building lasting relationships with our employees. We know that a diverse and inclusive workforce keeps us competitive and provides opportunities for all. We believe that together we can transform industries, grow economies, lift up societies and sustain our environment. Because it’s the best-run businesses that make the world run better and improve people’s lives.

Job description:

PURPOSE AND OBJECTIVES
Recruiting Operations DACH as part of our Global Service Delivery organization is responsible for a smooth end-to-end hiring process by providing services of requirements definition, sourcing, pre-screening, screening and closing of applications as well as for administrative support of the recruiting activities within German speaking countries (Germany, Austria and Switzerland).
Excellence in providing high quality service to both internal and external clients as well as exceptionally high level of customer satisfaction are the main goals of Recruiting Operations which are driven by our passionate, multicultural and result oriented team on daily basis aiming to bring the concept of Service Delivery within recruiting activities to the next higher level.

EXPECTATIONS AND TASKS
As a working student, you will join a team of in total 17 colleagues (Recruiting Process Specialists, Recruiters and students) who are mainly located in Prague. The Process Specialists are responsible for administrative support of the DACH Recruiting function and are working very closely with Professional and Early Talent recruiters as well as with the Recruiting Process Specialist teams in Prague & Manila, whereas the Recruiters are responsible for the entire hiring cycle of student and casual positions in the DACH Region and are working very closely with other HR teams (e.g. Data Management, Local HR, HRBPs) in order to ensure a smooth end-to-end hiring process.
As a working student in our team, your responsibilities will be the following:

Administrative support of our recruiters with their daily tasks (i.e. Pre-Screening of applications, preparation of Works Council hearings);
Preparation and assignment of requisitions;
Maintaining and publishing of job postings on our internal career portal as well as on external websites;
Tracking of contracts and organizing direct signatures in Walldorf when necessary;
Taking part in on-going HR Recruiting Operations projects.
**Required profile:**

**EDUCATION AND QUALIFICATIONS / SKILLS AND COMPETENCIES**

You are a currently enrolled student at a university or a university of applied sciences:
* Studying preferably in the fields of Business Administration, HR or (Business) Psychology
* Having the following computer skills: Advanced skills in MS Office (Word, Excel, Outlook and PowerPoint)
* With profound/fluent language skills in German and English – both written and spoken
* Besides that, you are a team player with an independent working style who is confident in working within a virtual team. Additionally, you can work on multiple tasks and have good communication and strong organizational skills.
* Preferably you are having previous experience in HR / Recruiting (e.g. through internships)

Then YOU are the right candidate for this position. We are looking forward to your application and getting to know you.

Your set of application documents should contain a cover letter, a resume in table form, school leaving certificates, certificate of enrolment, 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.

#Workingstudent #Werkstudent #Germany #Deutschland #Student #HumanResources #HR #Recruiting

**WHAT YOU GET FROM US**

Success is what you make it. At SAP, we help you make it your own.

A career at SAP can open many doors for you. If you’re searching for a company that’s dedicated to your ideas and individual growth, recognizes you for your unique contributions, fills you with a strong sense of purpose, and provides a fun, flexible and inclusive work environment – apply now.

**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.

SAP is committed to the principles of Equal Employment Opportunity and to providing reasonable accommodations to applicants with physical and/or mental disabilities. If you 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 (Americas: Careers.NorthAmerica@sap.com or Careers.LatinAmerica@sap.com, APJ: Careers.APJ@sap.com, EMEA: Careers@sap.com).

Successful candidates might be required to undergo a background verification with an external vendor.

Additional Locations:

**To apply:** https://apply.multiposting.fr/jobs/4939/28600454