SAP is hiring a Administration Associate/Specialist (F/M/D): Administrative and Organizational Support job for permanent undefined.

Date: 03/02/2020


Type of contract: Permanent
Localisation: Munich 85399, DE
Contract duration: Undefined
Level of studies: Bachelor's Degree
Years of experience:

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:
Requisition ID: 241363
Work Area: Administration
Location: Munich
Expected Travel: 0 - 10%
Career Status: Graduate
Employment Type: Limited Full Time

EXPECTATIONS AND TASKS

Administrative and organizational support for an SAP Executive
Act as team assistant for the SAP Labs Munich / Strategic Partnerships team

WORK EXPERIENCE

Preferable has already worked in a similar position

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 describe as well your experience and skills in foreign languages and computer programs / programming languages.

#Germany #Deutschland #Graduate

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@sap.com).
Successful candidates might be required to undergo a background verification with an external vendor.

**Required profile:**
**EDUCATION AND QUALIFICATIONS / SKILLS AND COMPETENCIES**
* Graduate (f/m/d) of a university or a university of applied sciences with preferred field(s) of study: Business
* Knowledge to work with office tools of all kind
* Ability to learn quickly and to dive into new complex topics
* Motivated, committed, and strong self-initiative
* Strong oral and written communication skills both in German and in English

**To apply:** https://apply.multiposting.fr/jobs/4939/32281708