

Intern at SAP - Local HR Services

SAP Bratislava - SK Human Resources

We help the world run better

Our company culture is focused on helping our employees enable innovation by building breakthroughs together. 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. Apply now!

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What you'll do

- Second level support for all kind of HR inquiries coming from employees and managers in accordance with Service Level Agreements
- Creation and updating of employee files
- Creation of HR statements
- On-boarding of new hires and related administration
- Administration of contractual changes
- Support enrolment and deregistration in relation to Benefits
- Update corporate Portal and Knowledge Base
- Organization of mandatory local security training

What you'll bring

- Student status of Business Administration or HR related field preferred
- Advanced English & fluent Slovak
- Good communication skills; both written and verbal
- Customer oriented
- Quality driven, analytical and problem solving skills
- Ability to work under pressure and to deadlines
- Flexible / adaptable
- Accuracy / high attention to detail
- Ability to plan and organize work well
- Work well on own initiative and independently without supervision, must be self-driven and motivated
- Ability to work with confidential information
- User knowledge of MS Office skills (Excel, Word, Outlook, PowerPoint)
- 0-1 years of work experience in similar HR or Customer Service role

Meet your team

Local HR Services provides services where unique country support is required while we continue to deliver consistent and standardized services aligned with global initiatives. By combining local labour knowledge and deep process understanding, we are supporting an efficient and compliant HR service delivery.

EMEA Local HR Services is responsible to resolve employee requests, consult employees and carry out operational HR administration across whole employee life cycle (parts of onboarding, contractual changes and termination process). Local HR Services Intern cooperates closely with all other teams within HR. Services in scope are delivered onsite or remotely within EMEA. This position is based in Bratislava as part of the HR Shared Service Center Europe.

Offered salary for the role: 6 EUR/hour

Contact: anezka.vargova@sap.com