



AT SAP, YOU CAN IMPACT
THE WAY BUSINESS IS RUN

Employment Type
Limited Part Time, Part-time 21-40%

Job Location
Walldorf/St. Leon-Rot,
Baden-Wuerttemberg
Germany

Contact Information
Ms. H. Egner (Tel: +49 6227 7-48599)

Additional Information
start date asap

Reference Code
DE-53648846-EN-10-002

PURPOSE AND OBJECTIVES

Production Office focuses on inter-divisional service provisioning for Production Unit (PU), Production Services (PS), QGP India and the Production Program Directors. We focus on cross-topics relevant for the Production as a whole, such as:

- Optimizing the global assignment of Production Program Leads (PPLs)
- Overall KPI responsibility in Production (e.g. Strategic Business Plan, PPL Effort Planning)
- Solving ad-hoc requests (e.g. support for various Production Projects)
- Improve communication and information distribution in Production (PO Informationletter, Production Info Summit)
- Support of SAP wide key topics like Continuous Improvement Process, Game changers or Clearinghouse

We enable the people involved in Production to be successful and leverage the collaboration between them in order to represent one production team.

EXPECTATIONS AND TASKS

We are looking for a working student (f/m) to support the Production Office team with a broad variety of activities such as:

- Preparation of reports, slides and graphic presentations as required
- Research (intranet, internet, etc.) and consolidation of results on various business questions
- Maintenance of a project and service status repository as well as status reports
- Perform any other project related duties and tasks
- Strong knowledge in Microsoft Office required

EDUCATION AND QUALIFICATIONS / SKILLS AND COMPETENCIES

- Student (f/m) of a university or university of applied sciences at least in the first or second semester
- Strong knowledge of Microsoft Office and Outlook
- Fluency in English
- Willingness to work with high flexibility and engage in continuous learning
- Ability to work on multiple and complex tasks in a structured way as well as being able to work in a virtual and international environment
- Interest in production topics is required

Your set of application documents should contain a cover letter, a tabular CV, copies of the obtained degrees and (if available) copies of your references from former employers (e.g. internships).

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

!PLEASE APPLY ONLINE ON WWW.SAP.DE/KARRIERE !

SAP is the global market leader for business software and thus contributes a considerable part of the world's economic power grid. At SAP you get your chance to put your ideas into action with maximum impact.

Please note that SAP only accepts applications submitted via our online recruiting system. Individuals with disabilities who require a reasonable accommodation in the job application process should contact HR Direct (Americas: hrdirectamericas@sap.com, APJ: hrdirectapj@sap.com, EMEA: careers@sap.com)