





Internship HR-IT Processes and Systems

 Uzwil

 temporary (1 year), 80 - 100%

 Start: per now or by agreement

Introduction

Digitisation, automation and process optimisation are the central pillars of our human resources strategy. Our Corporate HR Development Team identifies and develops talent on a global scale, thereby contributing to long-term sustainable corporate development. At the intersection of IT and HR, you can expect an exciting and future-oriented tasks with a very varied daily work routine.

Shape your internship at Bühler through your proactive nature and can-do-attitude and become part of a dynamic team.

Tasks

- You will work on various projects such as the design and implementation of HR KPI, analyses and reports, as well as process optimisation and system integration
- You will be one of the main contact persons for our Talent Management solution (from Haufe Umantis) and will communicate independently with internal stakeholders (system superusers) and the system provider, and contribute to improvements
- You will be responsible for coordinating, optimising and ensuring a smoothly functioning global HR support structure
- You will support the HR Process & System Manager in all day-to-day Talent Management activities
- You will work on other talent management and digitisation projects in line with your interests and may actively shape your internship experience

Required qualifications

- You have completed a Bachelor's degree in business administration, business informatics or similar
- You have a strong affinity for IT and good analytical and conceptual skills
- You communicate appropriately on all levels and are proficient in English
- You are familiar with MS-Office tools, have advanced Excel knowledge and enjoy creating presentations
- Your commitment and proactive nature are reflected in your working style
- Your work is systematic and solution-oriented with attention to detail

Preferred qualifications

- You have previous knowledge of SAP HCM
- You have experience in project management
- No two days are the same: You love variety and can simultaneously manage multiple work streams

Benefits

- Cross-cultural working environment
- Part-time hours
- Flexitime
- Canteen
- Parking area
- Good connections with public transport

Application documents

- Cover letter, Resume, Transcripts, Letters of recommendation, Certifications

Bühler as an employer

Who we are

We are working to create sustainable innovations for a better world. Our aim is to transform the world's most pressing food and mobility challenges into sustainable technologies, process solutions and business models. At Bühler, you are empowered to show initiative and take responsibility. In our family-owned company, personal success goes hand in hand with shared success. We foster a diverse and inclusive workplace where integrity and courage are key drivers of our success. We support your personal development because we want you to make a difference. By joining Bühler, you will be helping us tackle global challenges while at the same time meeting the needs of our customers.

Bühler is an equal opportunity employer and we value diversity and inclusion at our company, therefore, it's important that you match us and we match you. Regardless of your gender (m/f/d).



Questions? We're happy to help!

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