



What do you envision for your future? At GE Healthcare, our vision involves looking at Healthcare in a completely new way. Focusing on earlier, pre-symptomatic disease detection and prevention, instead of late diagnosis. Helping clinicians access more information and intervene sooner with targeted treatments so their patients can live longer, fuller lives. We believe we can help make that happen – and we'd like you to be a part of our mission. As a global leader, GE can bring together the best in science, technology, business and human resources to redefine the frontiers of healthcare.

We are searching for the best candidates for the position of:

HR Intern (1 year paid internship)

Location: **Warsaw** nr ref: **2930561**

To our GE Healthcare Warsaw office we are looking for candidates for HR Intern position who provides quality HR compliance and administrative support on a full-time basis to the HR Team and clients. This internship will give the valuable, real-world experience, as well as providing the Human Resources team with additional administrative support. Well suited candidates should have an interest in human resources. Students must be currently enrolled and plan on pursuing a career in a related field.

Key Responsibilities:

- Works on projects often requiring independent decision-making.
- Develops PowerPoint presentations and other graphic presentations to communicate progress, share best practices, or to provide updates.
- May be asked to analyze data with excel or various other analysis tools.
- May be asked to maintain employee, benefits, holiday tracking files.
- Responsible for collecting and editing information to quarterly newsletter.
- May be asked to take on certain aspects of a full time job within the function the intern is studying.
- May be asked to participate in early talent events, seminars or trainings.
- Performing assignments where trust and accuracy are required.

Qualifications/Requirements:

- Current enrollment in a degree program that will lead to a bachelors or technical degree or equivalent in the function (or similar) in which the intern will work.
- Active Student's status - **Student of III or IV year of preferably.**
- Proficiency in PowerPoint, Word, Excel and Outlook.
- Effective time management and organizational skills; able to balance multiple priorities.
- Excellent interpersonal, verbal and written communications skills.
- Ability to maintain confidentiality of sensitive information.
- Excellent language skills in Polish and in English (both oral and written).

Desired Characteristics:

- Previous intern experience.
- Strong organizational skills with high attention to detail.
- Self-Starter, proactive, able to work independently with minimal direction.
- Ability to quickly identify and prioritize issues, create solutions and meet deadlines.
- Team player with strong interpersonal skills, capable of working within a globally diverse team across different time zones.

Interested?

Please send your CV to: katarzyna.kozlowska@ge.com Or apply directly: <http://ow.ly/HWRU30c92yr>