



Internship in Reiwa Program Management 80-100% (f/m/d)

Hitachi ABB Power Grids is a pioneering technology leader that is helping to increase access to affordable, reliable, sustainable and modern energy for all. We help to power your home, keep the factories running, and our hospitals and schools open. Come as you are and prepare to get better as you learn from others. Bring your passion, bring your energy, and plug into a team that appreciates a simple truth: Diversity + Collaboration = Great Innovation

Reiwa is a transformation program to build the new enterprise resource planning (ERP) solution for Hitachi ABB Power Grids. It is a strategic, global and highly complex business transformation program to design and implement a harmonized core and common business processes, enabled by a scalable and flexible state-of-the-art ERP-solution across Power Grids. We are looking for a strong candidate for the position of the PMO Operations – Intern for the Reiwa program supporting the global PMO activities on Reiwa.

The Reiwa Program Management - Intern will be responsible to support the program management team in Zürich Oerlikon to ensure operations are efficient and effective in supporting the Reiwa program. The Program Management - Intern will develop, monitor and measure operational efficiency. Relentless focus and attention on process and continuous improvements is the way of workings in the team and it will be essential and critical in order to meet the required operational efficiency and effectiveness.

Other responsibilities include supporting the various teams within Reiwa program. The duration of the internship is 6 to 12 months.

Your responsibilities

Prepare performance dashboards and reporting to report statuses and progress for continuous improvement actions (Power BI and Sharepoints)

Coordinate logistics, including booking rooms and equipment

Documentation of processes, minutes of meetings, and maintenance of our document repository

Follow up on action items with various teams in Reiwa program

Carry out team meeting / workshop organization and facilitation

Administration, management and tool support of MS Teams for Reiwa community on user access, folder structure and user training

Support the Reiwa Program Management team on general administration activities related to daily operational and long term strategic missions

Your background

Bachelor's degree in business, management, IT or related discipline. Master's degree in related discipline preferred or equivalent work experience

Ability to manage and efficiently coordinate small projects and work with teams to analyze and interpret business requirements, technical design, devise and oversee improvement initiatives

Fluent English language, good interpersonal and communication skills, ability to effectively communicate with business and IT stakeholders

A team player, possess good problem solving skills, carry right attitude and a go getter

Good knowledge in MS Office and IT skills (e.g. Excel (Advanced – Pivot tables, functions and formulas), good with analyzing large amount of spreadsheet data), MS Power Point (advanced)

Advantage to know PowerBi and Sharepoint

More about us

Hitachi ABB Power Grids is a global technology leader with a combined heritage of almost 250 years, employing around 36,000 people in 90 countries. Headquartered in Switzerland, the business serves utility, industry and infrastructure customers across the value chain, and emerging areas like sustainable mobility, smart cities, energy storage and data centres. With a proven track record, global footprint and unparalleled installed base, Hitachi ABB Power Grids balances social, environmental and economic values, and is committed to powering good for a sustainable energy future, with pioneering and digital technologies, as the partner of choice for enabling a stronger, smarter and greener grid.

www.hitachiabb-powergrids.com

Interested in joining our team? If so, we look forward to receiving your full application (motivation letter, CV, references) only via our online careers tool.

Hitachi ABB Power Grids Switzerland

Richard Adu

Talent Acquisition

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