



Internship in Reiwa Program Management Office Operations 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 PMO Operations - Intern will be responsible to support the Operations Team in Zurich, Oerlikon in the global PMO of the Reiwa program. The mission of the team is to ensure operations are efficient and effective in supporting the Reiwa program. Relentless focus and attention on process and continuous improvements is the way of working 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 PMO i.e Planning, Governance, Quality, Country PMO, OCM, Communication, Training and Finance as well as Reiwa program workstreams. The duration of the internship is 6 to 12 months.

Your responsibilities

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

Supporting the Reiwa resources onboarding and offboarding process on documentation, administration, user education and process support

Support and work with various stakeholders (mainly in IT) to resolve onboarding process challenges faced by the Reiwa user community

Must be able to speak “IT-language” and cooperate with IT Stakeholders in order to solve IT-related onboarding /

offboarding issues

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

Support the PMO Operation Lead on general PMO activities related to daily operational and long term strategic missions
Will have the opportunity to support cross PMO teams missions (Governance on risk management, change request process management, quality assurance & planning)

Carry out workshop organization and facilitation

Your background

Bachelor's degree in 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 various teams to analyze and interpret business requirements, technical design, devise and oversee improvement initiatives

Ability to generate new ideas, challenge status quo, take risks, support change and foster innovation

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

High resilience in a fast changing complex environment

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

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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